



TO: All Members of the Board of Trustees  
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary  
 SUBJECT: Board Meeting: Wednesday, March 13, 2024, at 9:00 AM, Henry J. McGee Boardroom

AGENDA		
I.	<b>CALL TO ORDER</b> A. Ethics Statement	Chair Melodie Darden
II.	<b>FOUNDATION CHECK PRESENTATION</b> A. Window World	Chair Darden Mrs. Barbara Johnson
III.	* <b>APPROVAL OF AGENDA</b>	Chair Darden
IV.	* <b>APPROVAL OF MINUTES</b> (February 14, 2024; <a href="#">Attachment 1</a> )	Chair Darden
V.	<b>CHAIR REPORT</b>	Chair Darden
VI.	<b>NEW BUSINESS</b> * <b>Propel NC Letter of Support/Resolution</b> ( <a href="#">Attachment 2</a> )	Chair Darden Dr. Mancini
VII.	<b>PRESENTATION</b> A. IT Presentation	Chair Darden Mr. John Green Mr. Curtis Gillikin
VIII.	<b>COMMITTEE REPORTS</b> A. Personnel, Policies, and Bylaws Committee <b>B. Finance Committee</b> * <b>1. FY 2025 County Budget request</b> <b>C. Buildings and Grounds Committee</b> * <b>1. Form 3-1 to proceed with Workforce Center</b>	Chair Darden Trustee Mary Charles Jenkins Trustee Dee Meshaw Trustee Bill Henderson
IX.	<b>OTHER REPORTS</b> A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments <a href="#">3</a> , <a href="#">4</a> , <a href="#">5</a> , <a href="#">6</a> , <a href="#">7</a> , <a href="#">8</a> , <a href="#">9</a> , <a href="#">10</a> , <a href="#">11</a> , <a href="#">12</a> , <a href="#">13</a> .) C. SEC Report	Chair Darden Trustee Penny Hooper Dr. Mancini Mr. Ed Ladenburger
X.	<b>BOARD COMMENTS</b>	Chair Darden/Trustees
XI.	* <b>CLOSED SESSION</b> in accordance to N.C. GS 143-318.11(a)(1) and (a)(2); approval of BOT closed session minutes January 10, 2024, August 28, 2023, May 10, 2023; approval of B & G Committee closed session minutes January 8, 2024	Chair Darden
XII.	* <b>ADJOURNMENT</b>	Chair Darden

\*Indicates Item for Action



DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
March 19, April 16	Escoffier Dinners, click <a href="#">here</a> for info and tickets		Hospitality and Culinary Arts Center
March 13-15, 2024	NCACCT Law/Legislative Seminar		Downtown Raleigh Marriott
April 1-5, 2024	SPRING BREAK		
April 15, 2024	SEI due		



**CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES**

**MINUTES OF MEETING**

**FEBRUARY 14, 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 February 14, 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  
Mrs. Mary Charles Jenkins

Mrs. Rosa Langston  
Mrs. Kelly Marek  
Mrs. Dee Meshaw  
Mrs. Catherine Parker  
Mr. Will Rogers (Zoom)  
Mr. Doug Starcke (Zoom)

**Administration Present**

Dr. Tracy Mancini  
Mr. Perry Harker  
Dr. Maggie Brown  
Mrs. Donna Cumbie  
Mrs. Cindi Goodwin  
Mrs. Amanda Bryant  
Ms. Logan Okun  
Mrs. Laura Sullivan

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  
Executive Assistant to the President

**College Employees Present**

Ms. Rachel Hines  
Ms. Anna Kitchin  
Ms. Stephanie Westbrook  
Ms. Arelis Holloman  
Mr. Quent Lupton  
Mrs. Doree Hill  
Mr. Nathan Branson  
Mr. Ed Ladenburger

Human Resources Coordinator  
Radiography Instructor  
Nursing Instructor  
Basic skills Administrative Assistant  
Instructor Biology  
Dean of Arts and Sciences  
FEC Chair  
SEC Chair

**Guests Present**



Ms. Cheryl Burke  
Ms. Angela McMahon  
Ms. Kaylee Creech  
Mrs. Barbara Johnson  
Mr. Chris Johnson  
Ms. Katie Ball  
Mr. Jeff Johnson  
Ms. Laura Johnson Chase  
Mr. Tyler Chase

Reporter, Carteret County News-Times

### **A. Ethics Reminder**

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

### **II. FOUNDATION CHECK PRESENTATION**

Mrs. Barbara Johnson and her family presented a check for \$15,965 to the Foundation for the Lt. Col. Ricky B. Johnson Memorial Scholarship. The scholarship has been established for second-year students enrolled in a full-time Associate's Degree Program.

### **III. APPROVAL OF AGENDA**

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

**Trustee Dee Meshaw motioned to approve the February 14, 2024 agenda. Trustee Rosa Langston seconded the motion. The motion passed unanimously by voice vote.**

### **IV. APPROVAL OF MINUTES**

Chair Melodie Darden presented the January 10th, 2024, minutes for approval by the Board.

**Trustee Kelly Marek motioned to approve the January 10, 2024 minutes. Trustee Wrenn Johnson seconded the motion. The motion passed unanimously by voice vote.**

### **V. CHAIR REPORT**

Chair Melodie Darden said January had seen many members of the Board of Trustees representing the college.

Trustee Rosa Langston attended the NC East Alliance Conference January 19, 2024, with Dr. Mancini, Dean Nicole Thompson, Mr. David Cerino, Superintendent Richie Paylor, and Mayor Jerry Jones.

Trustee Kelly Marek made a presentation to the Staff Executive Committee on January 19, 2024.



Chair Melodie Darden and Trustee Mary Charles Jenkins served on the Interview Committee for the Executive Assistant to the President position. Ms. Angela McMahon is to start in the role February 19, 2024. Chair Melodie Darden welcomed Ms. Angela McMahon who was in attendance as a guest.

Trustee Penny Hooper, Trustee Mary Charles Jenkins, and Chair Melodie Darden attended the January Escoffier Dinner.

Chair Melodie Darden reminded the Board of Trustees that Statements of Economic Interest are due to the State Ethics Commission by April 15, 2024.

Chair Melodie Darden shared a thank- you card from a Radiography student, Alison Taylor. Alison was a recipient of The Mitch Magnum Trustee Scholarship.

Chair Melodie Darden reminded the Board of the Board Retreat on February 21, 2024, to be held between 8:00 AM and 1:00 PM in the Foundation building.

Chair Melodie Darden wished Mrs. Laura Sullivan a happy retirement and thanked her for her service.

Chair Melodie Darden reminded the Board of Trustees of the scheduled Marshallberg Farm tour on Friday February 16, 2024.

## **VI. NEW EMPLOYEES**

### **A. Ms. Rachel Hines**

Mrs. Amanda Bryant introduced Ms. Rachel Hines as the new Human Resources Coordinator. She has eight years of administrative and accounting experience. She received her Bachelor's degree in Political Science and Public Administration from East Carolina University and attended Central Michigan University for her Master's in Administration with a Human Resources Certification.

### **B. Ms. Anna Kitchin**

Dr. Maggie Brown introduced Ms. Anna Kitchin as a new Radiography Instructor. Ms. Kitchin graduated from the Carteret CC Radiography Program before earning her Bachelor's Degree at East Carolina University in 2012. She has certifications in MRI, CT and MRI.

### **C. Stephanie Westbrook**

Dr. Maggie Brown introduced Ms. Stephanie Westbrook as a new Nursing Instructor. Ms. Westbrook earned her Associate's Degree in Nursing from Lenoir Community College and her Bachelor's Degree at East Carolina University. She has a Master's degree in Healthcare Administration.

### **D. Arelis Holloman**

Mr. Perry Harker introduced Ms. Arelis Holloman as the new Basic skills Administrative Assistant. Ms. Holloman worked in Corporate and Community Education as a work-study intern prior to becoming a full-time employee. She earned her diploma in 2020 and has since earned her Associate in Arts degree.



E. Angela McMahon

Dr. Mancini introduced Ms. Angela McMahon as the new Executive Assistant to the President. Ms. McMahon has a Law degree and extensive experience in business administration, finance and operations.

**VII. ARTS AND SCIENCES PRESENTATION**

Mrs. Doree Hill, Dean of Arts and Sciences, introduced Mr. Quent Lupton, Biology Instructor. Mr. Lupton made a presentation on CCURE, a partnership initiative with UNCW, under which students can earn research credits. The program is fully funded by UNCW. Mr. Lupton said the class is fully subscribed and very popular. He said it is very exciting to be able to offer students research opportunities and he hopes the program has some longevity. Mr. Lupton also spoke about the Krakens for Conservation Club, a student nature club focused on conservation opportunities and largely student driven. Mr. Lupton introduced Ms. Kaylee Creech, a current second year student enrolled in CCURE and President of The Krakens for Conservation Club. Ms. Creech said CCURE had made her very comfortable with research and prepared her for opportunities in that field. Ms. Creech said Krakens for Conservation had been an amazing experience and showed her there were many opportunities for conservation in our community.

Dr. Mancini thanked Ms. Creech, noting that Ms. Creech and a large group from Krakens for Conservation participated in the Martin Luther King Day of Service. Dr. Mancini also added that Mr. Lupton has recently been appointed to the Rachel Carson Local Advisory committee.

**IX. COMMITTEE REPORTS**

A. Personnel, Policies, and Bylaws

1. ByLaws – Second read

Trustee Mary Charles Jenkins asked the Trustees to read the changes to the bylaws as discussed in the January 10, 2024 Board of Trustees meeting and necessitated by the change in legislation on how and by whom Community Colleges trustees are appointed.

**Trustee Will Rogers motioned to approve the change in the bylaws. Trustee Wrenn Johnson seconded the motion. The motion passed unanimously by voice vote.**

2. Governing Policies – second read

Trustee Mary Charles Jenkins asked the Trustees to read the changes to the Governing Policies as discussed in the January Board of Trustees meeting.

**Trustee Doug Brady motioned to approve the change in the Governing Policies. Trustee Dee Meshaw seconded the motion. The motion passed unanimously by voice vote.**



### 3. Barwick Award

Trustee Mary Charles Jenkins advised the Board that eight nominations for the award had been received to date. She advised that all nominations must be in by February 23, 2024, and the committee will meet early March to review.

### 4. Presidential Evaluation

Trustee Mary Charles Jenkins advised the President's evaluation will be sent out February 28, 2024, and should be completed no later than March 19, 2024. The evaluations will be reviewed in the committee meeting on April 3, 2024. The information will be reviewed by the full Board of Trustees in a closed session during the April Board of Trustees meeting. Trustee Mary Charles Jenkins reminded the Board that 100% Board participation is required for the President's evaluation.

## **X. OTHER REPORTS**

### A. Foundation Liaison

Trustee Penny Hooper advised that the Foundation Board had not met since the last Board of Trustees meeting. Trustee Hooper encouraged members to continue to attend upcoming events such as Escoffier dinners and luncheons. Dr. Mancini referenced details in Ms. Brenda Reash's Foundation report, which included a list of events scheduled for 2024, and she encouraged the Trustees to read through the report.

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

Dr. Mancini wished Mrs. Laura Sullivan a Happy Retirement.

Dr. Mancini commented on recent data for fall-to-fall student retention rates that indicated a rise in retention rates. She said this is testimony to the hard work everybody on campus does to retain students.

Dr. Mancini reported the Public Safety Training facility on Laurel Road is expected to be finished by Friday with a fence installation and vegetative buffer/planting the following week. A training for instructors on the use of the facility has been tentatively scheduled during the first week of March. An email will be sent out to neighbors in the Laurel Road and North River areas to advise of the training.

Dr. Mancini reported the first Crystal Coast Fire Academy started last month, as mentioned in Mr. Harker's report, and there are eleven cadets in the current class.

Dr. Mancini said the College hosted its first Community and Faith Leaders breakfast on February 1, 2024, with 40 attendees. Much of the leadership team was in attendance and presented new initiatives that the College is offering, especially initiatives that will serve constituents of the various leaders who came. As a result of the breakfast, several classes have been scheduled, including commercial driver's license training, bus driver training, and a customized computer training class.



Dr. Mancini reported the College was notified of a Golden LEAF Grant in the amount of \$125,000 to go towards new welders and a new air compressor for the welding program. The welding program has been expanding and now offers a Saturday class and night classes. Dr. Mancini said notice of the grant award had reached the attention of our legislators. A letter of congratulations had been received from Congressman Greg Murphy and an email was received from Representative Celeste Cairns.

Dr. Mancini said she and Mr. Harker presented at the Beaufort Town Commissioners' Workshop on Workforce development programs on January 31, 2024. They also presented at a meeting at NOAA on February 9, 2024, with NC Governor Roy Cooper, Deb Haaland Secretary of the Interior, the Director of the Bureau of Ocean Energy Management, as well as other presenters and officials.

Dr. Mancini said Laura Cooper, a student in the Associate Degree Nursing Program, received a statewide \$1,000 scholarship from the North Carolina Community College Foundation.

Dr. Mancini said the HVAC and electrical classes have started in the third Construction Trades Academy. She said the Kraken-clad EMS ambulance is now in front of the Crystal Coast Civic Center. Today is the CTE expo in partnership with the Carteret County Public schools. County eighth graders will be in attendance.

Dr. Mancini said John Green, IT director, will be in attendance at the March Board of Trustees meeting to talk about cyber security. She invited Trustees to bring any electronic devices used for Board business.

Dr. Mancini said this week two of the five mobile units received from the Carteret County Public Schools were delivered to the Newport Correctional Center. These units will replace units that are no longer serviceable. The College will offer horticulture, masonry, and adult high school classes. The College continues to work with County agencies in the growing re-entry program and there are over 80 employers now willing to interview justice-involved individuals.

Dr. Mancini said that Joslyn Hall renovations have begun. All of the seats have been removed. May 1, 2024 is the projected completion date.

Dr. Mancini lauded the Staff Executive Committee and Faculty Executive Committee on contributions to the College during its 60<sup>th</sup> anniversary year.

Dr. Mancini asked if there were any questions. Trustee Bill Henderson asked about security and fencing at the new Public Safety Training Facility. Dr. Mancini said there will be a fence and there is a camera.

### C. FEC Report

Mr. Nathan Branson said they have been working on a survey sent to all faculty addressing morale, problems or issues that need addressing and also strengths. Seventy surveys were sent out. Mr. Branson said Jonathan Tyndall had been a great help in preparing the surveys. Responses are to be used as a basis on which to focus discussion. A team of five will analyze the responses and the goal is to present





the results at the March Faculty Executive Committee meeting and also to the President's Cabinet. He said feedback to date has been constructive.

Mr. Branson said the Staff Executive Committee and Faculty Executive Committee are working to place a bench on campus to commemorate the 60th anniversary of the College. He said they are working with the welding class to construct the bench.

Chair Melodie Darden said the meeting was concluded and invited Board comments.

### **BOARD COMMENTS**

Trustee Bill Henderson said this was a good meeting and he had been particularly appreciative of the Johnson Family presentation. He thanked Mrs. Laura Sullivan for her service, praising her for her enthusiasm, spirit and work ethic.

Trustee Dee Meshaw agreed with Trustee Bill Henderson's comments on the Johnson Family, welcomed new employees and wished Mrs. Laura Sullivan well in her retirement.

Trustee Rosa Langston said she was excited about the student retention statistics as reported by Dr. Mancini. She said she was very happy to see the Johnsons having had the opportunity to know and previously work with both Colonel Johnson and Mrs. Johnson.

Trustee Kelly Marek said it was a good meeting and she wanted to commend the Faculty Executive committee on conducting its survey.

Trustee Will Rogers wished Mrs. Laura Sullivan all the best and commented it was good to see some new faces.

Trustee Doug Starcke said he echoed his fellow Board members comments and he had been particularly excited to hear about the CCURE program. He also thanked Mrs. Laura Sullivan and wished her the best of luck.

Trustee Penny Hooper wanted to echo everyone's thanks and best wishes to Mrs. Laura Sullivan. She said she was very happy to learn about CCURE, the Krakens for Conservation initiatives, and educational opportunities coming back to the correctional facility. She also commended the College on hosting the upcoming Retirees luncheon on April 30, 2024.

Trustee Catherine Parker said she was appreciative of everything going on at the College and was happy about recognition from our elected officials. She echoed member comments about Mrs. Laura Sullivan. She said she thoroughly enjoyed the presentation and hearing from a current student.

Trustee Doug Brady said it was always good to hear of the good things happening on campus and as reported in Dr. Mancini's report.

Trustee Mary Charles Jenkins expressed her appreciation for everything Mrs. Laura Sullivan had done. She also wanted to commend Kristi Mroch and commented that the College was fortunate to have a full time grant writer.



Trustee Wrenn Johnson said she was happy to see the correctional facility program active once again. She thanked Mrs. Laura Sullivan.

Chair Melodie Darden said she appreciated the success in grant writing. She also said she was happy to see a “Good Neighbor Policy” added to the Carteret CC Policies.

**ADJOURNMENT**

**There being no further business, Trustee Penny Hooper motioned to adjourn at 10:07 a.m. Trustee Mary Charles 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  
February 23, 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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## RESOLUTION OF SUPPORT

WHEREAS, for 60 years, Carteret Community College has provided educational opportunities, cultural enrichment, and workforce development and training to the citizens of Carteret County and surrounding areas; and

WHEREAS, Carteret Community College is a key driver of this region's economy by producing a skilled workforce to attract new businesses and industries and by providing higher education for citizens to advance their earning potential and quality of life; and

WHEREAS, Carteret Community College must be able to offer training to provide the credentials needed by industry; and

WHEREAS, Carteret Community College needs to be able to attract instructors to teach high-demand high-wage programs to the people of Carteret County; and

WHEREAS, Propel NC will allow the North Carolina Community College System to continue to serve as a national leader in higher education and workforce development; and

WHEREAS, Propel NC, will allow Carteret Community College to continue to provide quality training and education to support business and industry needs.

**NOW, THEREFORE BE IT RESOLVED:**

That the Carteret Community College Board of Trustees strongly supports Propel NC as it will enable North Carolina's systems of community colleges to educate and train a highly qualified workforce for the 21st century. Propel NC will continue to make North Carolina the number one state for business by being able to meet industry needs quickly and efficiently on this \_\_\_th day of March, 2024 in the City of Morehead City, N.C.

### Board of Trustees

Ms. Melodie Darden, Chair  
Dr. Wrenn Johnson, Vice Chair  
Dr. Tracy Mancini, Secretary

Mr. Doug Brady  
Mr. Bill Henderson  
Ms. Penny Hooper  
Ms. Mary Charles Jenkins  
Ms. Rosa Langston  
Ms. Kelly Marek  
Ms. Dee Meshaw  
Ms. Catherine Parker  
Mr. William Rogers  
Mr. Doug Starcke  
Mr. John Martin, SGA President

### Trustees Emeriti

Ms. Mary T. Boyd  
Mr. John W. Collier  
Mr. Michael Curtis  
Mr. Thomas L. Davis  
Mr. Grady W. Fulcher, Jr.  
Mr. Mitch Mangum  
Mr. Dennis M. Marquardt  
Ms. Mary Sue Noe  
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Mr. Hugh C. Talton, Jr.  
Mr. James Walker  
Mr. Walter A. White, DDS  
Ms. Ann H. Whitford  
Mr. Neil B. Whitford  
Dr. Matthew Zetti

Dr. Tracy Mancini, President  
Carteret Community College  
Email : mancinit@carteret.edu  
Phone: (252) 222-6140

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**Melodie Darden, Chair**  
Carteret Community College Board of Trustees

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Dr. Tracy Mancini, President  
**DATE:** March 7, 2024  
**SUBJECT:** Board of Trustees March 13, 2024, Meeting

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The **image of the month** (right) is the College's new **Public Safety Training Facility**, located on college property on Laurel Road in Beaufort. Last week, the College received its Certificate of Occupancy from the County, completed the opaque fencing and planting of a vegetative buffer around the facility, and received manufacturer training on the use of the facility for 10 Crystal Coast Fire Academy instructors. This facility, which has been more than 30 years in the making, will provide much-needed training for students and local and regional firefighters, high-angle rescue and height training for EMTs and paramedics, and shipboard firefighting for firefighters, USCG, and Ferry Division employees. The College is thrilled that this project has been completed during our 60<sup>th</sup> Anniversary year, and we are grateful to the NC General Assembly (particularly Senator Norm Sanderson, Representative Celeste Cairns, and former Representative Pat McElraft) for their vision and support of the facility.



The College was invited to present an update and FY 2025 **County Budget preview** at the County Commissioners' annual seminar on Monday, March 4, at the Civic Center. I presented an overview of accomplishments for 2023-2024 and a list of capital and deferred maintenance projects the College hopes to tackle in 2024-2025.

On the afternoon of March 4, **Representative Celeste Cairns** joined representatives from five of Carteret CC's local business partners, Carteret CC leadership team members, and System president Dr. Jeff Cox in the McGee Boardroom for an informal conversation about the NC Community College System, efforts to improve recruitment of students into high-demand programs, and how the new funding model proposal – **Propel NC** – would serve students, employers, and colleges by focusing on workforce development. Many thanks to **Sheila Glazewski from Parker Offshore; Kristy Rogers Craig from Carteret Health Care; Lucas Weygoldt, Jack King, and Mike Krajewski of Veneer Technologies/Impulse Trading; Stephen Rae from Carteret County EMS; and MCPD Chief Bryan Dixon** for participating in our conversation and



providing valuable insights about how the College can continue to serve and improve service to county agencies and employers.

This week, the College is posting a Request for Qualifications for an attorney to replace **Mr. Derek Taylor** of Taylor and Taylor Law Firm as the College's legal counsel. Mr. Taylor has been hired by the Town of Morehead City to be in-house counsel, effective April 29, 2024. The College appreciates Mr. Taylor's service and support over the past decade and wish him well in this next chapter of his career.

The College received 15 applicants for the open **VP of Finance and Administrative Services/CFO** position that will become vacant when Interim VP Donna Cumbie retires at the end of June 2024. An interview committee will begin the screening and preliminary interview process in the next two weeks with the hope of having someone on board in June for at least a week of overlap with Mrs. Cumbie, who has done an outstanding job in the role.

The President is actively engaged with the NC Association of Community College Presidents and System Office staff to clarify changes to accreditation requirements put in place by the General Assembly with the passage of their 2024-2025 budget: **HB 8** requires colleges to change accreditor every cycle. Carteret CC's accreditation was reaffirmed in 2020 by the Southern Association of College and Schools Commission on Colleges (SACSCOC); therefore, Carteret CC will need to apply to both the federal Department of Education and a new accreditor before the College's next decennial reaffirmation. This will not affect the required 5<sup>th</sup> Year Report for SACSCOC, due in September of 2025, but it will affect accreditation efforts for 2030, which will begin in earnest in 2027. The System Office is working with colleges on this transition. We will keep trustees informed as the new law and associated procedures are put in place.

Finally, the College received notice of two weighty designations in the past week. The federal Maritime Administration named Carteret CC a **Center of Excellence for Domestic Maritime Workforce Training and Education (CoE)** in February 2024. The designation, which is valid for five years, makes Carteret CC eligible for potential appropriations of federal funding named for CoEs. The College received word of continuation of its **Military Friendly School** designation, this year achieving GOLD status (last year's was SILVER).

The reports that follow from our VPs and leadership team contain a lot of great information about other achievements and happenings on campus. Our tremendous faculty and staff continue to serve and empower our students and coastal community through the high-quality programs and services they provide. I am very proud to serve and represent this top-notch team of professionals.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Perry Harker  
**DATE:** 3/4/2024  
**SUBJECT:** Corporate and Community Education Board January Board Report

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We partnered with NCWorks to host a Job Fair for the NC Ferry Division last month. More than 75 applicants visit the job fair. This will be the fourth year we have partnered with the NC Ferry Division to host Job Fairs. It was a very successful job fair.

US Maritime Administration has designated Carteret Community College a 2024 Center of Excellence for Domestic Maritime Workforce Training and Education.

From July 1, 2023, through February 26, 2024, thirty-one (31) students have completed their High School Equivalency diplomas requirements. Twelve (12) students have completed their Adult High School diploma requirements during this same time frame. Many of these graduates have already started the process of enrolling in curriculum or Corporate and Community Education programs.

Carteret CC will partner with the Conference of District Attorneys to host an Arson Class in March. We anticipate having approximately 100 participants in the class.

We have scheduled a Detention Officer Certification training for March. In addition, we have started Spring Law Enforcement Officer required in-service training for the Carteret County Sheriff's Office (Enforcement and Detention), Morehead PD, Atlantic Beach PD, and Beaufort PD.

Our Life Enrichment program has added two new classes. *Floral Design*, with a retired floral shop owner who will teach students how to create beautiful bows, build wreaths for all seasons, and create the perfect bouquet or centerpiece for every occasion. Also, *Match Your Sofa* class started this month. Students will learn to create a unique art piece that matches their home décor and fills their empty wall space.

The Women on the Water classes are scheduled for March, April & May. The courses have tremendous interest, with more than 200 students signed up.

The Nursing Assistant I classes are in full swing with clinical rotations at our local healthcare organizations. We currently use Carteret Landing, Croatan Ridge, and Crystal Bluffs for clinical rotations. The hospital has agreed to be included in future clinical rotations for CNA I classes.

The final county inspection of the Training Facility was completed on March 1. The Train the Trainer course was held on March 2<sup>nd</sup> and 3<sup>rd</sup>, where twelve local instructors were certified in the operations of the Training Facility by the vendor, FTS. The first live burn training is scheduled for students enrolled in our Fire Academy on April 1 and the 2<sup>nd</sup>.



More than 70 students are enrolled in the Bob Page Clinical Trifecta presentation scheduled for March 25<sup>th</sup> and 26<sup>th</sup>. Bob Page is an internationally known EMS educator. Mr. Page presents in-depth critical cardiac and respiratory care information.

Our Re-entry Coordinator, Liz Hubbard, will present at the next Beaufort Women's Club Meeting in March. Attendees will bring donations for the Carteret Community College Food Pantry.

We have started working with the Sherriff Department and creating Re-entry Packets for released individuals from Carteret County Jail. To date, the re-entry program has placed 22 justice-involved individuals in jobs.

The Small Business Center hosted a summit for our small business community. The summit covered Social Media, Developing Apps, and AI applications. More than 196 attended the summit.

The Morehead City Small Business Roundtable meets every Wednesday from 8:00 - 9:00 am at various locations around Carteret County, averaging 20 plus each meeting.

In partnership with Eastern Carteret Collaboration, the Small Business Center is updating and adding to the existing Down East Business Directory that the Down East Council started. This directory will now include Merrimon, North River, and South River.

The WIOA Program is assisting 54 students with tuition, textbooks, training, and transportation.

We started our third Construction Academy this semester with ten students.

The replacement mobile units were delivered to Carteret Correctional Center. They should be installed this month and ready for classes.

We started a welding class that is taught in Spanish. We are exploring offering other trades in Spanish.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Maggie Brown, Vice President of Instruction and Student Support  
**DATE:** 03/04/2024  
**SUBJECT:** Board of Trustee 03/13/2024 Meeting

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- Second 8-week classes begin March 6<sup>th</sup>. Early Summer '24 and Fall '24 registration begins for Veteran students on March 6<sup>th</sup>. Open early registration starts March 11<sup>th</sup>. We plan to have a full week of early registration activities with snacks and drawings for those who take advantage of this great opportunity to get early priority on the upcoming semesters. Please spread the word! MAPS will be open on the second floor of McGee to register students through walk-ins for the full early registration period. Students are also encouraged to see their faculty members for advising and registration.
- Our chapter of the Phi Theta Kappa (PTK) was designated a 2023 REACH Chapter, which recognizes chapters who excel in member development. Our staff and faculty advisors Trisha Miller, Victoria Washington, and Jennifer Fox do an outstanding job year after year of creating engaging leadership development and community involvement for our PTK student members.
- Our SGA and Student Life have organized a donation drive for the Carteret County Humane Society. Pet food and other supplies can be dropped off at the first floor of the Bryant Student Center through April 1<sup>st</sup>.
- Our Financial Aid Office underwent a Veteran's Affairs compliance audit in February. Thanks to the leadership of Financial Aid Director Brenda Long and to our financial aid staff Roce Frasier and Ashley Hutson, we came through our audit with no exceptions.
- Coordinated by our Director of Library Resources, Elizabeth Baker, Carteret CC is hosting a viewing party for the Solar Eclipse on April 8<sup>th</sup>. We will have pizza, viewing glasses, themed snacks, and information from 2pm-4pm. Maximum eclipse in our location will be expected at approximately 3:17pm.
- Our Arts & Sciences faculty and our Admissions team are hosting our second annual NC SciFest in partnership with the BioNetwork in the Bryant Student Center from 5pm-7pm on April 16th. Children and their families will participate in science experiments and learn from our faculty and students how accessible and fun science can be!
- Several Pirate Promise students, program faculty, Deans, and alumni will host visitors from East Carolina University on the afternoon of March 13<sup>th</sup> to network and review our articulations and partnership agreements.
- Our Fifth-Year report and Quality Enhancement Plan (QEP) impact assessment are due September '25. While that sounds like we have plenty of time, our writing groups for each standard have already come together and are currently reviewing the 2020 decennial report and are updating the pertinent





narratives to reflect improvements and new developments. Our goal is to complete a draft by spring 2025 for review and editing prior to the September 2025 deadline.

- The Deans and I will be attending the joint Student Development and Academic Administrators' Conference at Forsythe Technical Community College this month in order to hear System Office updates and learn from the best practices presented by our peer colleges.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Donna Cumbie, Interim Vice President of Finance & Administrative Services  
**DATE:** March 4, 2024  
**SUBJECT:** Board of Trustee March 13, 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

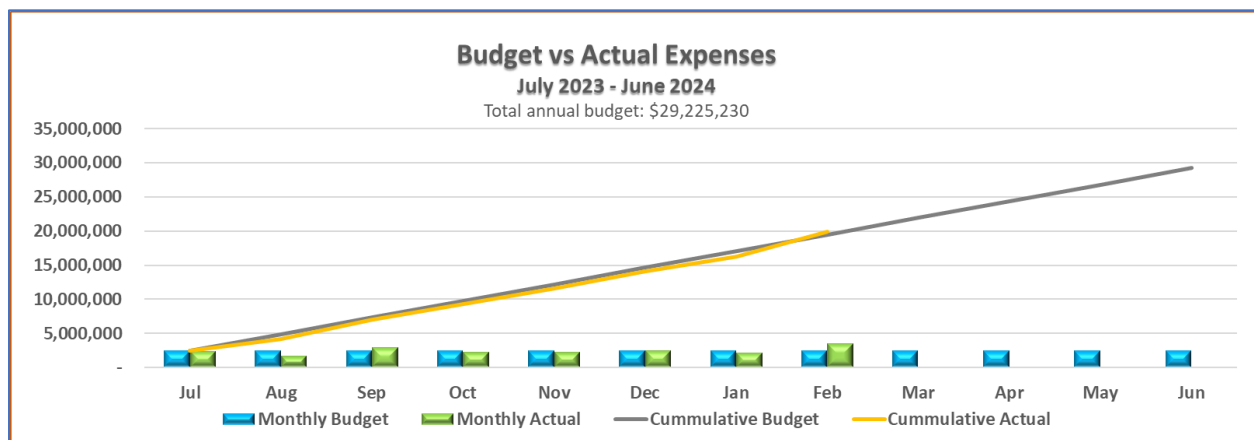
## Emergency Preparedness and Security

- Meetings Attended
  - Staff Executive Committee, February Meeting.
  - ACCSSO (Association of Community Colleges Safety and Security Officials) Executive Board Meeting
  - Graduation Committee Meeting
  - HCAC Rental Committee Meeting
  
- Other
  - High School Equivalent Safety Orientation
  - New Employee Security Orientation
  - Black History Program
  - BLET Graduation
  - Door Access (S2) Training
  - Assist with blocking off various parking lots for events held on campus
  - Tabletop exercise for ELC

## Campus Information Technology

- Current Projects
  - Rural Broadband Project – fiber is finished. Network switch replacement will follow.
  - Rural Broadband Project 2 – funding has been awarded to finish switch replacement and add UPS to all the network closets.
  - Delivering last of the USDA equipment to Atlantic this week.
  - Looking at replacing the helpdesk ticketing software solution.
  - Looking at replacement for current room scheduling software.
  - Talking with vendors about penetration testing for the network.

## Budget Update



	State			County			Institutional			TOTALS		
	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget
<b>Summary of Expenditures</b>												
1XX Institutional Support	\$ 3,580,402	2,329,389	65.1%	\$ 433,653	377,320	87.0%	\$ 341,012	226,031	66.3%	\$ 4,355,067	2,932,740	67.3%
2XX Curriculum Instruction	7,369,888	4,838,895	65.7%	-	-	0.0%	954,161	793,123	83.1%	8,324,049	5,632,018	67.7%
3XX Continuing Education	2,308,223	1,286,794	55.7%	-	-	0.0%	255,358	153,715	60.2%	2,563,581	1,440,509	56.2%
4XX Academic Support	1,131,029	771,651	68.2%	-	-	0.0%	525,827	653,230	124.2%	1,656,856	1,424,882	86.0%
5XX Student Support	1,248,710	777,733	62.3%	-	-	0.0%	645,061	432,846	67.1%	1,893,771	1,210,580	63.9%
6XX Plant Operations & Maint.	-	-	0.0%	2,727,347	1,850,773	67.9%	38,347	22,083	57.6%	2,765,694	1,872,856	67.7%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	245,414	168,356	68.6%	245,414	168,356	68.6%
8XX Student Aid	-	-	0.0%	-	-	0.0%	3,328,119	3,016,564	90.6%	3,328,119	3,016,564	90.6%
9XX Capital Outlay	1,345,466	383,781	28.5%	1,506,535	795,359	52.8%	1,240,678	1,032,075	83.2%	4,092,679	2,211,215	54.0%
<b>TOTALS</b>	<b>\$ 16,983,718</b>	<b>10,388,244</b>	<b>61.2%</b>	<b>\$ 4,667,535</b>	<b>3,023,451</b>	<b>64.8%</b>	<b>\$ 7,573,977</b>	<b>6,498,024</b>	<b>85.8%</b>	<b>\$ 29,225,230</b>	<b>19,909,719</b>	<b>68.1%</b>

February expenditures are higher due to the Spring Financial Aid disbursement.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Cindi Goodwin Director, Operations and Facilities  
**DATE:** March 1, 2024  
**SUBJECT:** Board of Trustee March 13, 2024 Meeting – Facility and Operations Updates

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- The Public Safety Training Facility: The tower installation is complete. The privacy fencing has been placed and the vegetative buffer is being installed now. We are awaiting our certificate of occupancy from the county and testing of all systems will begin March 2.
- S2 Access Door Controls: Training for Security and Facilities personnel has been completed. All systems are operational and access cards will be distributed to users in March.
- Wayne West HVAC: Installation will begin upon receipt of all equipment – proposed for March.
- McGee One Door: Smith Sinnett has submitted additional renderings and is preparing a costs analysis for this renovation.
- Mobile units: All inspections have been completed and the set up of three of the units is underway at Carteret Correctional and at the Rhue building on campus.
- Joslyn Hall: Demolition is over, and construction is underway – painting, electrical, and floor preparation have been started. Custom artwork and donor signage is in the design phase.
- Wayne West Health Science Simulation Center Phase III: bidding process is in progress.
- Public Safety Training Center (BLET): Bid announcements for renovation have been posted on the state website and submitted in the local paper to solicit bidders.
- Grounds: Repair and placement of sidewalks has been encumbered and construction should start mid-March.
- Howard Building: Bid documents are being prepared to solicit pricing for the repair of the pier.

Thank you,

*Cindi Goodwin*

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Brenda Reash, Executive Director Foundation  
**DATE:** March 4, 2024  
**SUBJECT:** Board of Trustee March 13, 2024 Meeting Date

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Fundraising and Donation & Resale Program revenue to-date for this new fiscal year is: \$296,748; 44.39% of total year budget goal. Endowment funding has grown by \$739,802 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:

- Meeting with BCBS representative to create new collaborative events and support for the college and the community;
- Carteret County Chamber’s Business Awards Luncheon
- First pick up from the ENC Food Bank to supply the Student Food Pantry
- Met with a representative of the Pine Knoll Shores Women’s Club to update their annual scholarship information

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

The grant with the Arts Council of Carteret County was completed and the Foundation will receive matching grant from the North Carolina Arts Council. This will provide \$8,000 to support the Black History Committee to bring the full acrobatic group – ZuZu African Acrobats. The Foundation is funding the remaining balance of \$3,000 to support this effort. Tickets were put on sale last month.

The Foundation hosted the Soup-er Bowl Showdown for employees, this took place on Thursday, February 29<sup>th</sup>. Twelve employees entered the competition. Thank you Melodie Darden (Trustee), Sherrill Moraven (Foundation Board), and Wanda Bennett (Foundation Board) who helped judge the entries.



## **2024 EVENTS**

### **2024 Escoffier Dinner Series**

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

**Scholarship Donor & Recipient Luncheon** – March 26<sup>th</sup> at the Hospitality & Culinary Arts Center. Invitations have been mailed out. The deadline to RSVP was March 8<sup>th</sup>.

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

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

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

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

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

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

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

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

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

**GRANTS**

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

Grantor	Purpose	Amount		
		Requested	Pending	Awarded
Grassroots Arts Program	ZUZU African Dancers	\$5,000		\$8,000
Golden LEAF	Welding	\$200,000		\$125,000
Walmart Foundation	Student Cameras for Photography	\$3,836		\$1,400
USDA NIFA	Aquaculture and Horticulture	\$649,901	\$649,901	
NC Community College High-Cost Workforce Program Start-Up Funds	Surgical Technology Program	\$449,840		\$449,840
Cannon Foundation	Health Science Simulation Lab	\$142,916	\$142,916	
NCDIT Digital Champion Grant	laptops at offsite locations and technology for CCC	\$398,792	\$398,792	
High-Cost Workforce Program Expansion Funds	Health Science Simulation Lab	\$399,071	\$399,071	
NCSLGCP	Cybersecurity	\$153,157	\$153,157	
Dollar General Foundation	Computers for HRD for Spanish-speaking students	\$9,874	\$9,874	
<b>Totals</b>		<b>\$2,407,387</b>	<b>\$ 1,753,710.88</b>	<b>\$576,240</b>

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

**Recruiting/Hiring\***

Position	Replacing	Status
Instructor, EMS	New	Additional advertising due to low candidate interest
PT Family Support Specialist – TRIO	New	Posting closed 2/29; candidates under review
Nursing Instructor	Kay Tosto	Interviews 3/12
VP, FAS	Donna Cumbie	Posting closes 2/29; supervisor review 3/6
Director, Basic Skills	Diane Matlock	Posting closes 3/11
Custodian	Sara George	Posting pending
Chair, Surgical Technology	New	Posting closes 2/29; identifying additional sources
Instructor, Dental Assisting I PPT	New	Identifying additional recruitment sources

\*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
<b>Total Hires</b>	<b>18</b>	<b>29</b>	<b>34</b>	<b>33</b>	<b>24</b>	<b>28</b>	<b>11</b>
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
<b>Total Terms</b>	<b>9</b>	<b>22</b>	<b>27</b>	<b>24</b>	<b>18</b>	<b>19</b>	<b>10</b>

**Employee Headcount and Turnover**

February Headcount		February Turnover	FY24 YTD Turnover	Historical Turnover
F/T Perm Faculty	68	1.2%	5.46%	FY23: 13.11%
F/T Perm Staff	102			FY22: 16.36%
P/T Perm Faculty	2			FY21: 13.35%
P/T Perm Staff	0			FY20: 8.48%
<b>Total Perm</b>	<b>172</b>			FY19: 10.66%
<b>Total Payroll</b>	<b>342</b>			FY18: 6.49%

**Recent Employee Departures**

Position	Name	Date
Custodian	Sara George	2/21/24
Executive Assistant, President	Laura Sullivan	2/29/24





Other:

- Continued participating in NCCCSO Core HR Team for the NCCCS strategic plan – elected President of the NC Association of Community College HR Professionals; participating in Executive Board meetings to establish organizational documents and launch membership drive and educational programming.
- 5th session for Carteret Leadership Academy completed. Good discussion regarding conflict, and using the skills to discuss current campus challenges.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Ed Ladenburger, SEC – Staff Executive Committee Chair  
**DATE:** March 4, 2024  
**SUBJECT:** 13 March 2024 - Board of Trustee Meeting

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The Staff Executive Committee met on February 16th.

Discussions regarding process improvements, staff member of the year nominations, alma mater and 60<sup>th</sup> year anniversary celebrations continued - led by Scott Leahy.

The next meeting of SEC: March 15, 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:** March 5, 2024  
**SUBJECT:** Board of Trustees March 13, 2024, Meeting

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- **Timeline for Presentation and Report on Faculty Satisfaction Survey:** A FEC subcommittee has been preparing both a presentation and a report about the Faculty Satisfaction Survey that was sent out in January. As stated in a previous meeting, FEC was happy with the constructive criticism that was received in the survey. We believe that in order to solve a problem, we all need to be on the same page about what the problem is. We will first be presenting a preliminary presentation at the March FEC meeting with an overview of the main points. FEC will be doing this same presentation at the President's Cabinet on March 22<sup>nd</sup>. We plan to have a full report and analysis of the survey completed by the end of March. The survey report will be posted on SharePoint for all faculty to see. Our hope is that the report will be used as a way to help lead discussions and inform FEC decision making and problem solving for the 2024-2025 academic year.
- **Mid-Point for CCC Faculty and Students:** We have right past the middle of the semester. It is a time of the semester where many Faculty are grading mid-terms and essays. Faculty are currently doing their best to encourage students to endure and show grit till the end of the semester. This is a point in the semester when students learn academic endurance. Our faculty are doing their best to inspire students for the 2<sup>nd</sup> half of the semester. Sometimes this requires us to change up the order of class or try new teaching methods to get through to students. Other times it means grinding through tough material. We all know our students need endurance in order to finish the semester strong. We hope to inspire our students to do their best all the way to May.

Nate Branson

FEC Chair

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Kristian Jenkins  
**DATE:** 03/04/2024  
**SUBJECT:** Board of Trustee 3/13/2024 Meeting

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- We have all new events with the NC Aquarium Partnership this month. We have the Sand tiger shark conservation/behind-the-scenes tour on March 11<sup>th</sup> and March 25<sup>th</sup>. These events are open to all students and employees at the college and are only \$5 to attend. Spots are limited to 12 people.
- The SGA is continuing to plan for the Spring Fling which will be held on April 10<sup>th</sup> from 11-1pm in the Civic Center.
- The SGA held a “Self-Love” table for our Valentine’s Day wellness Wednesday.
- I took the SGA executive board to our Spring Semester division meeting for the N4CSGA on February 17<sup>th</sup> in Raleigh. We met with legislators and attended the Youth Legislative Assembly.
- The SGA held a grand opening of the game room in February as well as Subs & Clubs. We had a good turnout for both events.
- The Graduation committee met for the first time on February 28<sup>th</sup>. We have started planning for our 60<sup>th</sup> graduation ceremony.
- We have priority registration starting March 6<sup>th</sup> & 7<sup>th</sup> and open registration starting the week of the 11<sup>th</sup>. We will have different raffle prizes for each day to incentivize students to get registered for the Summer and Fall semesters early.
- The SGA will hold a Wellness Wednesday painting party where students will have all supplies provided and can de-stress with a canvas painting on March 13<sup>th</sup>.
- The SGA is hosting an Animal Shelter Drive from March 1<sup>st</sup> to April 1<sup>st</sup> where all donations will be taken to the Carteret County Humane Society.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** John Martin  
**DATE:** 3/1/2024  
**SUBJECT:** Board of Trustee 3/13/2024 Meeting

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1. The Aquarium Partnership was successful, students got the chance to look behind-the-scenes at the Aquarium at Pine Knoll Shores. Students learned about sea turtle conservation and interacted with a soon-to-be rehabilitated sea turtle.
2. There will be an animal shelter drive, email the SGA for more information.
3. Respiratory Clubs Cystic Fibrosis Walk will be held on 4/26/24.
4. There is a new date for the upcoming SGA's Spring Fling, it will be held on 4/10/24 from 11:00am to 1:00pm
5. ZUZU African Acrobatics are coming to East Carteret Highschool. An invitation was sent asking if the SGA could help with concession stands, however we replied if we could extend the invitation to the other clubs to help with the event.