



TO: All Members of the Board of Trustees  
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary  
 SUBJECT: Board Meeting: Wednesday, January 10, 2024, at 9:00 AM  
**VIRTUAL MEETING DUE TO SEVERE WEATHER**

AMENDED AGENDA			
I.		<b>CALL TO ORDER</b> A. Ethics Statement	Chair Melodie Darden
II.	*	<b>APPROVAL OF AMENDED AGENDA</b>	Chair Darden
III.	*	<b>APPROVAL OF MINUTES</b> (November 8, 2023; <a href="#">Attachment 1</a> )	Chair Darden
IV.		<b>CHAIR REPORT</b>	Chair Darden
V.		<b>COMMITTEE REPORTS</b>	Chair Darden
	*	<b>A. Personnel, Policies, and Bylaws Committee</b>	Trustee Mary Charles Jenkins
		<b>1. SGA President</b>	
		2. Bylaws-First Read	
		3. Governing Policies-First Read	
		4. Barwick Award	
		<b>B. Buildings and Grounds Committee</b>	Trustee Bill Henderson
VI.		<b>OTHER REPORTS</b>	Chair Darden
		A. Foundation Liaison	Trustee Penny Hooper
		B. President's and Executive Leadership Council Reports (Attachments <a href="#">2</a> , <a href="#">3</a> , <a href="#">4</a> , <a href="#">5</a> , <a href="#">6</a> , <a href="#">7</a> , <a href="#">8</a> , <a href="#">9</a> , <a href="#">10</a> , <a href="#">11</a> )	Dr. Mancini
		1. Compliance Review Final	
		2. Foundation Audit	
		3. Eagle Audit	
VII.		<b>CLOSED SESSION</b> , pursuant to NCGS 413-318.11 (a) (1)	Chair Darden
VIII.		<b>BOARD COMMENTS</b>	Chair Darden/Trustees
IX.	*	<b>ADJOURNMENT</b>	Chair Darden

\*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
January 23, February 20, March 19, April 16	Escoffier Dinners, click <a href="#">here</a> for info and tickets		Hospitality and Culinary Arts Center
January 15, 2024	Martin Luther King, Jr. Day (College Closed)		
February 19, 2024	Black History Celebration	6:00 p.m.	Crystal Coast Civic Center
February 21, 2024	Board Retreat	TBD	TBD
April 15, 2024	SEI due		



**CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES**

**MINUTES OF MEETING**

**NOVEMBER 8, 2023**

**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 November 8, 2023, 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 (Zoom)  
Mr. Bill Henderson  
Mrs. Penny Hooper  
Mrs. Mary Charles Jenkins  
Mrs. Rosa Langston

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

**Trustees Absent**

Mr. Doug Brady

**Student Government Association Present**

Mr. John Martin, 2023-2024 SGA President

**Administration Present**

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

**College Employees Present**

Mrs. Nicole Thompson	Dean, Applied Sciences
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Mr. Ed Ladenburger  
Mr. Nathan Branson  
Ms. Rhonda Piner  
Ms. Sharon King

Director, Instructional Support and Distance Learning  
Instructor, English  
Chair, Certified Nursing Assistant Program (CNA)  
Director, WIOA Programs/Youth Case Advisor

**Guests Present**

Ms. Dajah Sandifer  
Ms. Rosanna Secchi  
Ms. Cheryl Burke

Goellner Exchange Program Recipient  
Goellner Exchange Program Recipient  
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.

**FOUNDATION CHECK PRESENTATION**

Chair Darden advised that there would not be a check presentation but that it would be at a later date.

**APPROVAL OF AGENDA**

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

**Trustee Will Rogers motioned to approve the agenda for November 8, 2023. The motion was seconded by Trustee Dee Meshaw. The motion passed unanimously by voice vote.**

**APPROVAL OF MINUTES**

Chair Darden presented the October 11, 2023, minutes for approval by the Board.

**Trustee Will Rogers motioned to approve the October 11, 2023, minutes. Trustee Doug Starcke seconded the motion. The motion passed unanimously by voice vote.**

**CHAIR REPORT**

Chair Darden thanked everyone for attending the Board committee meetings and College events. There have been many times where there was 100% attendance. She thanked the Chairs of the committees for their efficiency and preparation for the meetings; it is obvious they are doing their homework. Chair Darden thanked Dr. Mancini and her team for always bringing pertinent information and as a result, governance has been easier and more efficient. Chair Darden encouraged the Board to attend the committee meetings even if they are not a member of that committee.

Chair Darden asked the Board to respond to calendar invites that are sent for committee meetings. It helps to know if there will be a quorum or not at the meeting.



Chair Darden said that the Board had a great showing at the Chamber of Commerce State of the Community breakfast on October 24, 2023. Trustees Brady, Darden, Henderson, Hooper, Jenkins, Marek, and Rogers attended. This was a sold-out event and it highlighted reports from local schools, industry, tourism, health care, local government, Cherry Point, and the Port Authority. Chair Darden thanked Trustee Rogers for his work on this event through the Carteret County Chamber of Commerce Board.

Chair Darden advised she had met with new trustee Kelly Marek for an orientation session. Trustee Marek has agreed to serve on the Buildings and Grounds Committee and the Finance Committee. Mr. John Green also was present to get Trustee Marek up and running on her school email and devices.

Chair Darden and Trustee Bill Henderson attended an information session with the neighbors and the Morehead City Fire Chief at 103 Lockhart property. The Fire Chief explained the procedure for a live burn and answered questions from the homeowners. The College is still deciding the best way to proceed with the demolishing the structure on the 103 Lockhart property.

Chair Darden reminded the Board that they are invited to a Mix and Mingle with the Foundation Board of Directors on November 29, 2023, at Floyd's. She commented on what a great opportunity it will be to spend social time with fellow board members. Chair Darden thanked the College for providing this opportunity and encouraged the Board to respond to the invitation.

Chair Darden reminded the Board that the Mary Mikels Concert is November 28, 2023, in Joslyn Hall. Tickets can be purchased online. She informed the Board that the Culinary Lunches had sold out but there are still tickets available for the Escoffier Dinners.

### **NEW EMPLOYEES**

#### A. Sharon King

Mr. Perry Harker introduced Mrs. Sharon King who is the new Director of Workforce Innovation Opportunity Act (WIOA) and Youth Case Advisor. Mrs. King recently worked at Lenoir Community College where she served the foundation and continuing education but most recently was a college liaison with the high school. She thanked Mr. Harker and Dr. Mancini for the opportunity to work at the college.

#### B. Rhonda Piner

Dr. Maggie Brown introduced Ms. Rhonda Piner, who is the Chair of the Certified Nursing Assistant Program (CNA). Ms. Piner is from Carteret County but left over 20 years ago. She is glad to be back and working with the CNA program. She has over 30 years of nursing experience in various positions. She is excited about being back in Carteret County and working at the College.

### **PRESENTATION**

#### A. Goellner Exchange Program



Mrs. Nicole Thompson, Dean of Applied Sciences, introduced Ms. Rosanna Secchi and Ms. Dajah Sandifer. Mrs. Thompson gave some background information on the Goellner Exchange Program at the Hospitality and Culinary Arts Program. This program sends up to four students in the Culinary, Baking and Pastry, or Hospitality programs to spend five weeks in France working with Escoffier chefs. The students go through an intense selection process and have to complete an application including a portfolio of their work. Selected students/graduates participate at no cost to them; all funds are from the Escoffier Dinner Series.

Ms. Rosanna Secchi thanked the College for the opportunity to travel to France and work with the Escoffier chefs. Ms. Secchi said she was able to do some baking while in France which she did not do at Carteret CC. She really enjoyed the experience and spending time with the family that hosted her. Wherever the family went and whatever they did, Ms. Secchi also did these same things. She had a true immersion in the French culture.

Ms. Dajah Sandifer said she was so impressed with how everyone was so generous in France and how much they wanted to learn about the American lifestyle. She enjoyed working alongside the chefs and learning how they prepared French dishes. It was an amazing experience and she was so glad that the program at Carteret CC allowed them to be able to go.

#### **NEW BUSINESS**

A. Vote to cancel or keep December 13, 2023, Board Meeting

Chair Darden presented the request for the Board to vote to cancel or keep the December 13, 2023, Board Meeting. She explained that traditionally the Board does not meet in December.

**Trustee Doug Starcke made a motion to cancel the December 13, 2023, Board Meeting. Trustee Dee Meshaw seconded the motion. The motion passed unanimously by voice vote.**

#### **COMMITTEE REPORTS**

A. Buildings and Grounds Committee

1. Clearing of 103 Lockhart Property

Trustee Bill Henderson said Buildings and Grounds had a good meeting on October 31, 2023. He advised that the roof replacement on the Smith Building was complete. He told the Board that staff has started the process to get prices for the clearing of 103 Lockhart Street. At the current time, the College does not have plans for that property, so there is no urgency for clearing the lot.

**Trustee Henderson said a motion comes from the Buildings and Grounds Committee to delegate authority to President Mancini and her team to determine the appropriate timeline and method for clearing the College's property at 103 Lockhart Street and to keep the Board informed as determinations are made.**



There was some discussion between the Board and Dr. Mancini. Dr. Mancini said there is no real urgency to do this but there is a process for state property and the College will need to notify the State since we would be disposing of property that the College owns. Trustee Hooper suggested that the house be sold for one dollar and have a buyer remove it from the property at their expense.

**Trustee Henderson said the motion is before the Board. The Board voted in favor to delegate authority to President Mancini and her team to determine the appropriate timeline and method for clearing the College's property at 103 Lockhart Street and to keep the Board informed as determinations are made.**

## 2. Updating Joslyn Hall -bid acceptance

Trustee Henderson advised that the Buildings and Grounds Committee had reviewed the bids submitted for renovation of Joslyn Hall as part of the College's 60<sup>th</sup> Anniversary. The Foundation exceeded the \$304,000 goal of the "Every Seat Counts" campaign. The bids were for general preparation of walls, stage, lighting, etc., not including the actual seats and sound upgrades, which were priced separately. The low bid was from Admired Builders for \$76,520.

**Trustee Henderson presented a motion from the Buildings and Grounds Committee to accept the low bid from Admired Builders for \$76,520 and to authorize staff to move forward on the upgrades to Joslyn Hall.**

**There was no further discussion and the Board voted in favor of the motion from Buildings and Grounds Committee to accept the low bid from Admired Builders for \$76,520 and to authorize staff to move forward on the upgrades to Joslyn Hall.**

## B. Finance Committee

Trustee Dee Meshaw provided background on the State budget and how it affects Carteret CC.

**Trustee Meshaw moved that the Board of Trustees approve the FY 2023-24 State Budget and authorize the implementation of a 4% across-the-board salary increase, with retroactive payment to be disbursed in the November 30, 2023, payroll, in line with the following guidelines:**

- **The 4% increase will be calculated based on the salary rates as of June 30, 2023.**
- **Employees at Carteret Community College hired on or before July 1, 2023, will be eligible for this salary increase.**
- **All eligible State, County, and Institutional employees will receive the salary increase, with the necessary funds originating from the same funding source currently used for their compensation.**

**There was no further discussion and the Board voted in favor of approving the FY 2023-24 State Budget and authorizing the implementation of a 4% across-the-board salary increase, with retroactive payment to be disbursed in the November 30, 2023, payroll, in line with the guidelines above.**



## **OTHER REPORTS**

### **A. Foundation Liaison**

Trustee Penny Hooper advised the Board that the week of November 13, 2023, is the Campus Week of Giving. She said the Board of Trustees participation was at 66%, the Foundation Board of Directors is 75%, and the Employee participation level is 41%. She encouraged everyone to give during this week. She said the Foundation and College received an invitation to apply for a grant from the Cannon Foundation for the Healthcare Simulation Lab. The grant is due in December and results will be announced in March of 2024.

### **B. President's and Executive Leadership Council Reports**

Dr. Mancini commented how nice it was to have the Culinary students at the meeting to share their experience in France. She reported the Smith Roof Replacement was inspected November 7, 2023, and it is complete.

She mentioned that the College has received grant funding of \$138,000 over two years from National Sea Grant College Program to develop a Commercial Fishing Academy. A curriculum developer has begun developing the course, and the College hopes to offer it in mid-2024.

Carteret CC continues to be an attractive destination for meetings and conferences, and the faculty and staff do a great job of welcoming guests.

Dr. Mancini applauded the Student Government Association for sponsoring their first Mental Health Awareness Walk on October 21, 2023. SGA looks forward to this being an annual event to recognize and support students, employees, and their family members who are struggling or have overcome mental health struggles. The SGA's Trunk or Treat on October 26, 2023, was an overwhelming success and a lot of fun. Local law enforcement and the Fire Department participated in this fun event, too.

Dr. Mancini commented that the Veterans Breakfast right before the Board meeting had a good turnout and thanked the Culinary program for providing the meal. There were first-time attendees at the breakfast who were impressed by the Culinary building.

The Radiography program received JRCERT (Joint Review Committee on Education in Radiologic Technology) re-accreditation this week for the next eight years with no findings. The College continues to show strong performance in national and regional accrediting visits.

Dr. Mancini reported that the College had the US Coast Guard five-year audit for all Coast Guard captain's programs and the audit showed no findings. Carteret CC continues to be one of the only colleges to offer those courses.

Dr. Mancini said that Small Business Center Director Brandy Bell was named the co-director of the year from the State Small Business Centers. This is the third year that Carteret CC has come away with an honor.



### C. SGA Report

Mr. John Martin, Student Government Association President, advised the Board that the Back to Class Bash was very successful. Mr. Martin thanked the Faculty and Staff for their participation in Fall Fest; they helped to make it a huge success. He said that the SGA's game room in the Bryant Student Center is almost complete. The first Awareness Walk took place on October 21, 2023. SGA is hoping to have more student participation next year for the walk. Mr. Martin had the opportunity of attending the N4CSGA Conference on November 3-5, 2023, in Rocky Mount and really enjoyed this experience.

### **BOARD COMMENTS**

Trustee Bill Henderson attended the Mary Mikels concert last year and encouraged the Board to attend this year. He commented that he appreciates the reports that staff generates and encouraged the Board to take the time and read them. He also commented about the role of the Community College in supporting Small Business training.

Trustee Dee Meshaw thanked the staff for all the hard work and dedication. She really enjoyed the Culinary students' presentation and wished the Board a safe and happy holiday.

Trustee Kelly Marek said that she was very impressed with the SGA and how much they have done in just a few months.

Trustee Rosa Langston commended Mr. Perry Harker and Dr. Maggie Brown in meeting the needs of the community and offering programs for the community.

Mr. John Martin thanked the Board for the opportunity to be at the meetings and he also thanked the Faculty and Staff for helping out at SGA events.

Trustee Catherine Parker thanked the Faculty and Staff for their hard work. She also mentioned how much she enjoyed the presentation from the Culinary students.

Trustee Penny Hooper thanked Dr. Mancini for coordinating the Mix and Mingle for the Trustees and the Foundation Board of Directors. She was also very excited about the Commercial Fishing Academy.

Trustee Doug Starcke said he was excited about the Goellner Exchange Program and really enjoyed hearing from the students who participated in the program this Fall.

Trustee Will Rogers encouraged Mrs. Brenda Reash to continue to remind the Trustees of giving to the College. He also suggested setting a schedule for Committee meetings.

Trustee Mary Charles Jenkins said she is always impressed with what goes on at the College. She was excited to hear enrollment was up for the Spring.

Chair Melodie Darden said she was happy to hear that Faculty would be getting a 4% raise. She was glad that Mr. John Martin was able to attend the N4CSGA meeting and that he really enjoyed attending.





Trustee Wrenn Johnson said she always enjoys the presentations and feels the Goellner Exchange program is a great opportunity for students.

**ADJOURNMENT**

**There being no further business, Trustee Will Rogers made a motion to adjourn at 10:03 a.m. Trustee Rosa Langston seconded the motion. The motion passed unanimously by voice vote.**

Submitted by:  
Mrs. Laura Sullivan  
Executive Assistant to the President  
Assistant Secretary to the Board  
November 14, 2023

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Melodie Darden, Chair of the Board of Trustees

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Date

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

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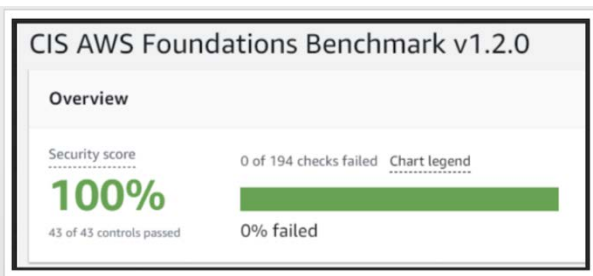
Date

[Return to Agenda](#)

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Dr. Tracy Mancini, President  
**DATE:** January 5, 2024  
**SUBJECT:** Board of Trustees January 10, 2024, Meeting

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Happy New Year! Spring semester classes began on January 5 with curriculum enrollment comparable to last spring. There are many late-start and B-term classes that should slightly increase numbers in the next several weeks.

The “**image of the month**” is a screenshot (see image at left) of Carteret CC’s AWS Security Score. According to

Director of Campus Information Technology **John Green**, “*CIS to the Cloud II - AWS Security Optimization* was a project from the System Office to shore up our security posture in Amazon Web Services, where Colleague (our systemwide information system) lives in the cloud. IT staff worked with the System Office and Presidio to achieve 100% compliance in the AWS environment with all CIS Security Standards set by the Federal Government and 100% compliance with NIST Metadata Security. Presidio said we were the first CC to achieve 100% compliance.” If all that is as clear as mud, John Green says, the bottom line is that “our Colleague environment is as secure as it can be without locking everyone out.”

Director of Security Richard Abell conducted an active shooter table-top exercise with members of the Executive Leadership Committee in December. More emergency preparedness activities will occur in the months to come.

December brought many celebrations and opportunities for service. Employees, students, and friends of the College donated socks, blankets, coats, toys, food pantry items, bikes, and more to community members in need over the holidays. Many thanks to all who contributed for their spirit of generosity.

December also saw many credential and certificate completions. Among them were 136 curriculum completers (36 associate degrees, 12 diplomas, and 88 certificates); 18 high school equivalency completers; 36 Certified Nurse Assistants; 10 Basic Law Enforcement graduates; and 9 fire fighters. In 2023, 238 individuals completed US Coast Guard captain’s licenses and other certifications. We are proud of these students’ perseverance and success.

According to College Registrar **Jennifer Fox**, the College has “moved to Parchment digital diplomas to add to a student’s celebration of their academic success. The student will receive a text and email, notifying them of the diploma and how it can be shared on social media. Students may share their digital diplomas via #krakengraduate to celebrate.” Jennifer Fox says the College will continue printing hard-copy diplomas, but this system will shorten turnaround time prior to the May graduation ceremony and allow the College to pass out diplomas on that day – “at least that is the goal!”

New partnerships are underway with the Broad Street Clinic (dental assisting), Carteret Health Care (CNA apprenticeships), Carteret County Arts Council (continuing education art classes), and the Webb Center (creative writing). Finally, congratulations to Adult Basic Education students **Racheal Murrell** and **Caitlin Styron**, who won gold medals, and **Paul Wilson**, who won silver, at the Special Olympics state tournament in November in Charlotte.

[Return to Agenda](#)

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Perry Harker  
**DATE:** 1/3/2024  
**SUBJECT:** Corporate and Community Education Board January Board Report

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On Monday, November 27, the State Employees Credit Union (SECU) Scholarship Recipient Recognition Event occurred in Joslyn Hall. The local branch SECU staff presented the college with a check for \$18,00.00 for the 23-24 award year. More than 20 students who each received \$500 scholarships were collectively recognized in Nail Technology, Nurse Aide, Therapeutic Massage, or CDL programs. Students gave testimonies on how the scholarship helped further their education.

The Register Suite and Corporate and Community Education teams collected and distributed over 125 pairs of socks, 100 blankets, and other needed items, which we donated to area nursing homes and shelters as part of our annual Christmas community project.

Three Adult Basic Education (ABE) students participated in a Special Olympics State Tournament in November in Charlotte, NC. Two students (Racheal Murrell and Caitlin Styron) won gold, and Paul Wilson won silver. Special Olympics is a global organization that changes lives by promoting acceptance, understanding, and inclusion among people with or without intellectual disabilities.

From July 1 through December 4, eighteen (18) students have completed the High School Equivalency diploma requirements for graduation. Many of these students are continuing their education and have already started the process of enrolling in a program, either curriculum or Corporate and Community Education.

The Certified Nursing Assistant (CNA) Apprenticeship Program, a partnership between Carteret Health Care and Carteret College, was launched late last year. The program offers a unique opportunity for CNA students to receive paid on-the-job training in a hospital setting while enrolling in the CNA program at CCC. The program is a registered apprenticeship program with ApprenticeshipNC, and those who complete the program will receive state and national credentials. Graduates will also be eligible for a full-time position with benefits at Carteret Health Care.

The CNA I classes graduated thirty-six students in the fall semester. We had a pinning ceremony in December to celebrate these graduates.

The Business & Industry Department received a grant from the CCC Foundation to establish an Apprenticeship Task Force. The goal is to assemble a team of business and education leaders to develop a strategic plan to boost apprenticeships and pre-apprenticeships.

We hosted a Standardized Field Sobriety Testing Instructor (SFST) course for the Department of Health and Human Services in December. This is our first time hosting this training. These SFST instructors will teach this certification to local law enforcement officers.

Culinary Food Truck will arrive on campus in January. Later in the semester, we will launch a CCED Food Truck operations class.

We are establishing a partnership with the Carteret Arts Council to provide art classes at their location in their workshop space. Classes will begin in January for the rest of the year. Also, we are collaborating with the new



Webb Center, formally known as the Morehead Library, to offer Creative Writing classes in their spaces, which we believe will be more conducive to creative writing.

In 2023, 483 students walked through the doors of MARTEC to attend CCED classes. The Marine Captain's program had 238 students successfully pass the US Coast Guard (USCG) examinations. The USCG reported that over 75% of our students are issued Captain's License credentials after completing our programs.

We held the graduation ceremony for the Crystal Coast Fire Academy in December 2023. Nine cadets graduated and are now North Carolina Certified Firefighters.

Twenty students completed the Advance Life Support Trauma Scenarios 20-hour online course provided by 911 e-Learning. The 120-hour Paramedic and 80-hour EMT Renewal online courses will begin on January 18.

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

Brandy Bell was recognized as the Co-State Director of the Year for the Small Business Center Network at the November SBCN/SBTDC Joint Small Business Advisors Conference.

The Small Business Center hosted the 2<sup>nd</sup> Annual Shop Small Business Saturday Holiday Market in November. The vendor fair was held the Saturday after Thanksgiving, with 135 vendors and many shoppers on campus. It also included performances by local dance students, a local band, Tiller School youth singers, and an appearance by Santa.

The Morehead City Small Business Roundtable has thrived this year, increasing its average attendance from 13 per meeting in January to 21 in November. We meet every Wednesday, 8 am to 9 am, at various locations around Carteret County.

In December, we held pinning ceremonies for students completing Massage Therapy II, Manicurist, and Phlebotomy.

During 2023, we offered certification courses in several areas. We had 95 students complete their NC Auto Safety Inspection or OBD Inspection certifications. Thirty-seven students completed Forklift Operator Certifications. Additionally, 40 students completed mandatory continuing education to maintain their Electrical Contractor's License certifications. Finally, 55 students completed CDL Certifications, including Class A, Class B, or Passenger Endorsement.

[Return to Agenda](#)

**TO:** Carteret Community College Board of Trustees  
**FROM:** Maggie Brown, Vice President of Instruction and Student Support  
**DATE:** 01/02/2024  
**SUBJECT:** Board of Trustee 01/10/2024 Meeting

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- Registration for spring is ongoing, and we have several late start and second eight weeks courses for students who are applying for late admissions. At the writing of this report, we have 1393 unduplicated students enrolled in spring CU courses, up about 2% from this registration period last year.
- FAFSA days at the high schools will continue through March to help students navigate the new FAFSA process. The Department of Education has done a soft launch of the new FAFSA website and has warned us there will be periodic maintenance interruptions during the soft launch period. Our Financial Aid team, led by Director Brenda Long, is staying up to date with training on the new FAFSA and is leading our efforts to ensure that 2024 high school graduates and their families have accurate information.
- Student Life has engaged in a great partnership with the Aquarium at Pine Knoll Shores for a series of Nature Study activities for our students and staff. These events will be available to students by sign up through the spring and will focus on paddle boarding, fishing, and local flora and fauna. This is a mutually beneficial partnership as it engages the educators at the Aquarium during their down season and provides our students and staff with enriching local activities at a nominal cost.
- In November, we received notification that our Radiography program's JRCERT (Joint Review Committee on Education in Radiologic Technology) Accreditation was officially renewed for another eight years. Dean Laurie Freshwater, Chair Elaine Postawa, and instructor Kimberly Cole have continued to administrate, deliver, and document an exemplary Radiography program, and we are so grateful for their leadership and dedication. Our program will no doubt continue to flourish under their care and with the addition of new instructor Anna Kitchin.
- Our Admissions team has a full calendar of visits, both on campus and around Carteret County, for the spring semester. They will also be touring our Adult Basic Education and GED students five times during the spring to show students different programs that would be of value to them as those students complete their foundational education and continue on to seek career opportunities.
- Upcoming Spring Dates of Interest:
  - 1/26 Middle School Forensics Day
  - 2/14 Eighth Grade CTE Expo
  - 2/19 Annual Black History Celebration at the Civic Center at 6pm
  - 4/16 NC SciFest at Bryant Student Center

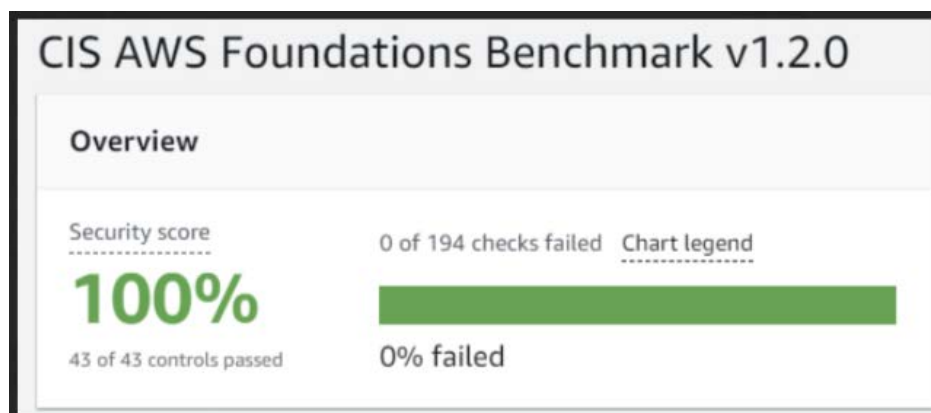
**TO:** Carteret Community College Board of Trustees  
**FROM:** Donna Cumbie, Interim Vice President of Finance & Administrative Services  
**DATE:** January 2, 2024  
**SUBJECT:** Board of Trustee January 10, 2024 Meeting

## Financial Services

Bank Reconciliation Status Report									
	CORE BANKING			Truist			FIRST CITIZENS		
	State Funds			Institutional Funds			County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
<b>Jul-23</b>	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
<b>Aug-23</b>	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
<b>Sep-23</b>	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
<b>Oct-23</b>	11/1/2023	11/2/2023	\$ 290,003.32	11/01/23	11/02/23	\$ 1,935,534.72	11/01/23	11/01/23	\$ 685,606.58
<b>Nov-23</b>	12/4/2023	12/7/2023	\$ 457,779.94	12/04/23	12/08/23	\$ 1,781,155.02	12/04/23	12/07/23	\$ 385,744.37

## Campus Information Technology

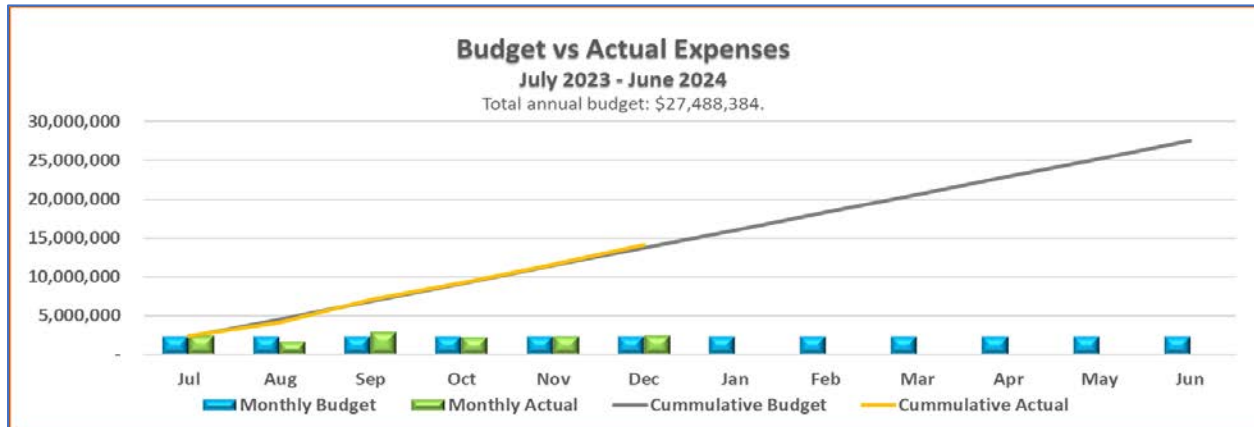
- Current Projects
  - Rural Broadband Project –currently pulling and terminating fiber. Network switch replacement will follow.
  - USDA equipment is installed and will be ready for the Spring Semester. We will deliver equipment to offsite locations in January.
  - Working on a phone system upgrade, currently staging new phones across campus
  - AWS Security Score at 100%. We are the **only** college out of the 58 colleges to achieve this.
  - All computers across campus have been upgraded to Windows 11
  - Implementing JAMF, an Apple device management software



## Emergency Preparedness and Security

- Meetings Attended
  - Staff Executive Committee, Nov. and Dec.
  - ACCSSO (Association of Community Colleges Safety and Security Officials) Executive Board Meeting
  - ACCSSO Vendor Meeting
  - Executive Leadership Council – Table Top Exercise
  
- Other
  - High School Equivalent Safety Orientation
  - Pinning Ceremony's; Nail Tech, Phlebotomy Tech, Massage Therapy
  - Fire Academy Graduation
  - BLET Graduation
  - Law Enforcement Fire-arms Qualification
  - Professional Development Classes

## 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	\$ 3,522,685	1,766,205	50.1%	\$ 402,430	342,514	85.1%	\$ 341,012	167,719	49.2%	\$ 4,266,127	2,276,439	53.4%
2XX Curriculum Instruction	7,204,221	3,568,432	49.5%	-	-	0.0%	671,944	616,054	91.7%	7,876,165	4,184,486	53.1%
3XX Continuing Education	2,276,637	960,958	42.2%	-	-	0.0%	355,358	36,854	10.4%	2,631,995	997,811	37.9%
4XX Academic Support	1,059,355	595,341	56.2%	-	-	0.0%	155,827	345,619	221.8%	1,215,182	940,959	77.4%
5XX Student Support	1,212,376	589,950	48.7%	-	-	0.0%	745,061	310,309	41.6%	1,957,437	900,259	46.0%
6XX Plant Operations & Maint.	-	-	0.0%	2,758,570	1,376,306	49.9%	7,857	8,251	105.0%	2,766,427	1,384,557	50.0%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	290,414	147,098	50.7%	290,414	147,098	50.7%
8XX Student Aid	-	-	0.0%	-	-	0.0%	3,428,119	1,608,230	46.9%	3,428,119	1,608,230	46.9%
9XX Capital Outlay	1,344,466	256,733	19.1%	800,000	559,927	70.0%	912,051	760,119	83.3%	3,056,517	1,576,779	51.6%
<b>TOTALS</b>	<b>\$ 16,619,740</b>	<b>7,737,619</b>	<b>46.6%</b>	<b>\$ 3,961,000</b>	<b>2,278,747</b>	<b>57.5%</b>	<b>\$ 6,907,644</b>	<b>4,000,253</b>	<b>57.9%</b>	<b>\$ 27,488,384</b>	<b>14,016,619</b>	<b>51.0%</b>

[Return to Agenda](#)

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Cindi Goodwin Director, Operations and Facilities  
**DATE:** December 20, 2023  
**SUBJECT:** Board of Trustee January 10, 2024 Meeting – Facility and Operations Updates

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The Public Safety Training Facility: SF Ballou has completed all necessary infrastructure and assembly of the Fire Tower Unit is scheduled for February 12.

Civic Center/Smith Roof Replacement: Work is 100% complete. As-Built drawings have been prepared by Maggie Chalk with Burnette/Chalk Architects and warranty documents have been received. Final payments and project closeouts will be completed in January.

S2 Access Door Controls: Wayne West and Bryant center doors are currently being installed and full programming and operation will be completed by the end of January.

Martec Building: Condenser and air handler were installed in December over the Christmas break.

McGee One Door project: Design sessions were held October 30<sup>th</sup> to gather all needs, ideas, Smith Sinnett Architect has performed building dimensions and structure inspections. Currently they are working on schematic drawing options and will have us preliminary layouts in January.

Mobile units: Storage buildings located at the Rhue Building have been moved in anticipation of the modular unit delivery. The existing modular units at Carteret Correctional have been demolished and are ready for the delivery of two modular units the first of January.

Bryant Student Center: furniture has been delivered and installed.

Joslyn Hall: Contracts have been written and a notice to proceed has been issued for February 1, 2024.

Wayne West Health Science Simulation Center Phase II: Carolina Bay Construction and Maintenance, has demolished the interior of Wayne West room 214 and reinstalled the new casework and storage room to facilitate the SIMS mannequin and equipment repair room. Hallways have been painted, and hospital style hand rails have been installed. Phase III specifications are in process to install five additional offices for new nursing instructors. Bidding should start in mid-February.

BLET has moved into the planning and development phase for upgrade of power and HVAC for the Gym area. Designer contracts have been issued to Stroud Engineering.

Smith Building: Replacement of one 10-Ton split system has been completed.

Interviews to hire a custodian were conducted on December 11, 2023 and we have hired one position to start January 2.

Soil analysis for various locations on main campus are being conducted in order to best determine the location for a new Transportation Trades Center.

The Lockhardt property is being investigated for the best method to remove the house and storage facility.

Miscellaneous painting projects over the Christmas break included McGee restrooms and interior doors.

[Return to Agenda](#)



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**TO:** Carteret Community College Board of Trustees  
**FROM:** Brenda Reash, Executive Director Foundation  
**DATE:** January 2, 2024  
**SUBJECT:** Board of Trustee January 10, 2024 Meeting Date

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Fundraising and Donation & Resale Program revenue to-date for this new fiscal year is: \$254,592; 38.04% of total year budget goal.

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 – 52%

**Community Relationship and Current Activities:**

Foundation staff have been working to finalize 2023 information, allowing for accurate donor statements and focusing on 2024 events and sponsorships.

Completed new partner orientation with the ENC Food Bank, waiting for account and online access information from ENC Food Bank to finalize and be able to shop at warehouse in New Bern.

Due to reaching our blood donor goal at the November American Red Cross Blood Drive on campus, the ARC provided \$360 for the Student Food Pantry Coordinator to shop for food.

Completed the following new endowments before the end of the 2023 calendar year:

- Joe Logan Endowment for Health Science Equipment
- Joe Logan Hispanic and Latino Minority Scholarship Endowment
- Joe Logan Minority Student Scholarship Endowment
- Joe Logan Dream Scholarship Endowment

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

**2023 EVENT HIGHLIGHTS**

Sound Discoveries - Mary Mikels Holiday and More concert on Tuesday, November 28<sup>th</sup>, over 110 in attendance.

**UPCOMING EVENTS**

**2024 Escoffier Dinner Series**

Tickets for the popular dinner series are on sale now. Dates for the 2024 dinners are January 23, February 20, March 19, and April 16. Visit [www.carteret.edu/events](http://www.carteret.edu/events) for link to buy tickets.



Other dates to remember:

- Next Campus Blood Drive – January 31<sup>st</sup>
- Scholarship Donor & Recipient Luncheon (invitations will be sent out) – March 26<sup>th</sup>
- Celebration on the Sound – June 13<sup>th</sup>
- Spanish Mackerel Fishing Tournament – July 19<sup>th</sup> – 27<sup>th</sup>
- Golf Tournament – September 27<sup>th</sup>
- Crystal Coast Wine Expo – November 2<sup>nd</sup>

**GRANTS**

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

Grantor	Purpose	Amount			
		Requested	Pending	Awarded	Not Awarded
American Rescue Plan Act Arts Council of Carteret County	ZUZU African Dancers	\$5,000	\$5,000		
REPI	Continuing Ed	\$60,000	\$60,000		
Big Rock	Health Sciences Portable Control Station	\$51,599			\$51,599
CCAMPIS	Childcare Funding	\$420,000		\$420,000	
Department of Energy WETO Offshore Wind Center of Excellence	Wind curriculum and training	\$167,000	\$167,000		
Golden LEAF Letter of Interest	Welding	\$200,000	\$200,000		
Walmart Foundation	Student Cameras for Photography	\$3,836		\$1,400	
Lowe's SkillsUSA	Welding	\$14,921	\$14,921		
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		

[Return to Agenda](#)

**TO:** Carteret Community College Board of Trustees  
**FROM:** Amanda Bryant, HR Director  
**DATE:** December 19, 2023  
**SUBJECT:** Board of Trustee January 2024 Meeting

**Recruiting/Hiring\***

Position	Replacing	Status
ADN Instructor (10-mths)	new	Stephanie Westbrook DOH 1/25
Clinical Coordinator, EMS	New	2 <sup>nd</sup> Interview 12/20
Instructor, Radiography	New	Anna Kitchin DOH 1/2
Custodian	Kevin Coulston	Charles Kassube DOH 1/2
HR Coordinator	Jo Ann Adams	Rachel Hines DOH 1/2
Admin Assistant, Basic Skills	Adriana Lopez	Arelis Holloman DOH 1/2
Instructor, Food Services Tech	Randy Sweat	Michele Somogy DOH 1/2
PT Childcare Specialist – TRIO	New	Posted thru 1/2/24
EA, President	Laura Sullivan	Posted thru 1/2/24

\*Excludes Adjunct part-time, temporary job postings

**Turnover Data:**

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

**Employee Headcount and Turnover**

December Headcount		December Turnover	FY24 YTD Turnover	Historical Turnover
F/T Perm Faculty	65	1.2%	3.64%	FY23: 13.11%
F/T Perm Staff	99			FY22: 16.36%
P/T Perm Faculty	2			FY21: 13.35%
P/T Perm Staff	1			FY20: 8.48%
<b>Total Perm</b>	<b>167</b>			FY19: 10.66%
<b>Total Payroll</b>	<b>341</b>		FY18: 6.49%	

**Recent Employee Departures**

Position	Name	Date
HR Coordinator	Jo Ann Adams	12/31/23
Registrar, CCED	Nancy Van Doren	12/31/23

**Other:**

- Continued participating in NCCCSO Core HR Team for the NCCCS strategic plan
- 3 sessions for Carteret Leadership Academy completed. Great participation, with good feedback from participants.

[Return to Agenda](#)

**TO:** Carteret Community College Board of Trustees

**FROM:** Mr. Nathan Branson, FEC Chair

**DATE:** January 2, 2024

**SUBJECT:** Board of Trustees January 10, 2024, Meeting

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- **Faculty Satisfaction Survey:** A subcommittee for the FEC has discussed creating a satisfaction survey for the CCC faculty. The goal of this survey is to gather data for future FEC projects. FEC hopes that this survey will help inform our committee about issues we can improve on not only for Spring 2024 but also for Fall 2024. A subcommittee of 8 members has been working on this. We plan to present a draft of our survey to the President's Cabinet on January 12<sup>th</sup>.
- **A Project to Commemorate the 60<sup>th</sup> Anniversary:** Tony Palbicke is working on a project to plant a tree along with a bench somewhere on campus to commemorate the 60<sup>th</sup> anniversary. We are hoping to complete this by the end of the academic year.

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

Nate Branson

FEC Chair

[Return to Agenda](#)

**TO:** Carteret Community College Board of Trustees  
**FROM:** Ed Ladenburger, SEC – Staff Executive Committee Chair  
**DATE:** January 2, 2024  
**SUBJECT:** 10 Jan 2024 - Board of Trustee Meeting

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The Staff Executive Committee met on November 17<sup>th</sup> and again on December 15<sup>th</sup>.

Richard Abell led the November 17<sup>th</sup> meeting since both Ed Ladenburger and Scott Leahy were off campus. Ed Ladenburger chaired the December 15<sup>th</sup> meeting. These notes reflect key topics from these two SEC meetings.

Kelly Marek’s acceptance of SEC’s offer to attend an SEC meeting and share her approach to Organizational Improvement in the new year was well received, as this aligns with efforts to review CCC’s lines of communication, processes and procedures.

The suggestion to use the same design firm to review “the green room/recording studio” was proposed (Sep. meeting). Cindy Goodwin met with Ed and requested additional Faculty input before engaging with the design firm. No input has been received from Faculty as of this writing.

The Ad Hoc committee formed to organize the crafting of an Alma Mater met and coordinated with the library staff to accept submissions through December. The committee will convene in January to evaluate submissions and move toward a final product. This will serve as a contribution to the 60<sup>th</sup> year anniversary celebration.

Ed Ladenburger, Kevin White, Carrie Dennison, Scott Leahy, Richard Abell, Logan Okun, and Brian Salter... volunteered to form the Ad Hoc committee

SEC is awaiting cost estimates for a tree/welded bench from FEC, so we can cast an informed vote regarding participation in this 60<sup>th</sup> Anniversary activity/gift. The project is viewed favorably, but a question remains regarding how much of our budgeted funds would remain to allow SEC to “celebrate” teachers (FEC) if we split the cost of the tree/bench gift.

Carrie Dennison may be stepping down as our SEC Secretary due to her change to a grant funded position with TRiO. In the event that Carrie formally does step down, Marquita Hall has offered to step up and the SEC committee voted to accept Marquita’s offer to finish out the fiscal year as SEC secretary in this case.

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

[Return to Agenda](#)

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**TO:** Carteret Community College Board of Trustees

**FROM:** Kristian Jenkins

**DATE:** 1/2/2024

**SUBJECT:** Board of Trustee 1/10/2024 Meeting

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- In November we had the Veterans Day breakfast in the HCAC where we had over 80 veterans in attendance. This was our largest attendance yet and we hope for more next year.
- In December the SGA held a “Merry and Mindful” painting party where we had pre-traced canvases and paint along with light refreshments available for Students and Employees. We had a good turn out and hope to host another party this spring.
- We also had a float in the Christmas Parade where we had students & employees participate.
- Our SGA Special Populations Chair, Dani Weiss has accepted a position on the Carteret County Post Overdose Response Team and has also been elected to sit on the N4CSGA Board as the Special Populations Chair.
- The SGA will be starting “Wellness Wednesdays” where we will be sending out tips every Wednesday on staying healthy, study tips, self-care tips, etc.
- The SGA has begun planning for our Subs & Clubs as well as our Spring Fling.