

TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President
SUBJECT: Board Meeting – **Tuesday, April 12, 2022 at 5:00 p.m., Historic Camp Glenn / Foundation Building**

AGENDA

I.	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.	FOUNDATION CHECK PRESENTATION A. Carteret County Master Gardener’s Association Scholarship B. Carteret County Homebuilder’s Association - SkillsUSA	Chair Melodie Darden Ms. Brenda Reash
III.	STUDENT RECOGNITION A. Sarah Bennett, Radiography	Chair Melodie Darden Mrs. Elaine Postawa
IV. * 	APPROVAL OF AGENDA	Chair Melodie Darden
V. * 	APPROVAL OF MINUTES (March 8, 2022) (Attachment 1)	Chair Melodie Darden
VI.	CHAIR REPORT	Chair Melodie Darden
VII.	NEW EMPLOYEES A. Lewis Stroud, Dean of Student Services B. Nancy VanDoren, Registrar for CCED	Chair Melodie Darden Dr. Maggie Brown Mr. Perry Harker
VIII.	PRESENTATION * A. 2022-2025 Strategic Plan (Attachment 2) B. EMSI Labor Market Study (Attachment 3)	Chair Melodie Darden Dr. Tracy Mancini Mr. Jonathan Tyndall
IX.	COMMITTEE REPORTS AND UPCOMING MEETINGS * A. Buildings and Grounds and Finance (Phase 3 of Salary Study; Attachment 4) B. Personnel and Policies (Governing Policies Update and Presidential Evaluation)	Chair Melodie Darden Trustee Bill Henderson Trustee Dee Meshaw Trustee Matt Zettl
X.	OTHER REPORTS A. Foundation Liaison Report B. President’s and Executive Leadership Council Reports (Attachments 5 President , 6 CCED , 7 ISS , 8 Finance , 9 Plant Ops , 10 HR , 11 SEC) C. Student Government Association (Attachment 12)	Chair Melodie Darden Trustee Matt Zettl Dr. Tracy Mancini Mr. Orlando Hernandez
XI.	OLD BUSINESS	Chair Melodie Darden
XII.	NEW BUSINESS A. Charge: Board Self-Assessment (Due April 25, 2022) B. Adverse Weather and Catastrophic Events Policy (First Reading; Attachment 13)	Chair Melodie Darden Mr. Matt Banko
	Closed Session (Pursuant to N.C. Gen. Stat. §143-318.11(a)(1), (5) and (6))	Chair Melodie Darden
	* C. Presidential 2021-2022 Evaluation Review and Contract Review	
XIII.	BOARD COMMENTS	Chair Melodie Darden
XIV. * 	ADJOURNMENT	Chair Melodie Darden

DATES TO REMEMBER

DATE	EVENT / MEETING	TIME	LOCATION
April 15, 2022	Statement of Economic Impact (SEI) Due	5:00 pm	https://ethics.nc.gov
April 27, 2022	Buildings & Grounds & Finance Committee	4:00 pm	McGee Boardroom
April 28, 2022	Personnel and Policies Committee (Governance Policies Review)	4:00 pm	McGee Boardroom
May 2, 2022	Executive Committee Meeting (Review Board Self-Assessment)	4:00 pm	McGee Boardroom
May 3, 2022	Nominations Committee Meeting (2022-2023 Slate of Officers Recommendation)	4:00 pm	McGee Boardroom
May 12, 2022	College Awards Ceremony	6:00 pm	Crystal Coast Civic Center
May 13, 2022	College Graduation	3:00 pm	Crystal Coast Civic Center
May 12-15, 2022	Celebration on the Sound	Various	Carteret CC Campus

* Denotes Action Item

NOTE: If any Board member has a topic for discussion at this meeting, please contact Chair Melodie Darden at (252) 241-3225.

**BOARD OF TRUSTEES
MINUTES OF MEETING
MARCH 8, 2022**

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 5:00 p.m. on March 8, 2022, at the Historic Camp Glenn / Foundation Building on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mrs. Melodie Darden, Chair (In-Person)	Mrs. June Fulcher, Vice Chair (Zoom)
Mr. Robin Comer (In-Person)	Mrs. Rosa Langston (In-Person)
Mr. Michael Curtis (Zoom)	Mrs. Dee Meshaw (In-Person)
Mrs. Mary Charles Jenkins (In-Person)	Mr. Doug Starcke (Zoom)
Mr. Bill Henderson (In-Person)	Dr. Matt Zettl (In-Person)
Dr. Wrenn Johnson (In-Person)	

Trustees Absent

Mrs. Catherine Parker

Student Government Association Absent

Mr. Orlando Hernandez 2021-2022 SGA Vice President

Administration Present

Dr. Tracy Mancini	President (In-Person)
Mr. Matt Banko	Vice President of Finance and Administrative Services (In-Person)
Dr. Maggie Brown	Vice President of Instruction and Student Support (In-Person)
Ms. Jo Ann Cannon	Executive Director of the President's Office / Assistant Secretary to the Board (In-Person)
Mr. Perry Harker	Vice President of Corporate and Community Education (In-Person)
Ms. Brenda Reash	Executive Director of Foundation (In-Person)
Mr. Steve Sparks	Vice President of Operations and Facilities (In-Person)

College Report Employees Present

Mr. Ed Ladenburger	Proxy for Staff Executive Committee President and Director of Instructional Support and Distance Learning (In-Person)
Mr. Richard Abell	Director of Emergency Preparedness and Security (In-Person)
Mrs. Amanda Bryant	Director of Human Resources (In-Person)
Ms. Christine Turner	Vice Chair of Faculty Executive Committee (In-Person)

Guests Present

Mrs. Brandy Bell	Director of Small Business Center (In-Person)
Ms. Claire Braxton	Governor Robert W. Scott Student Leadership Award (In-Person)
Mrs. Cheryl Burke	Reporter for Carteret News-Times (In-Person)
Mrs. Doree Hill	Dean of Arts and Sciences (In-Person)
Mr. Rick Hill	Advisor for MaST Early College (In-Person)
Mr. Cory Johnson	Principal of MaST Early College (In-Person)

Ms. CeCe Johnson	Carteret County Youth of the Year for Boys and Girls Club, Dwayne Reynolds Youth of the Year, and Kirk Dominic Youth of the Year (In-Person)
Mrs. Latesheca Johnson	Mother of CeCe Johnson and Director of Workforce Readiness (In-Person)
Ms. Savannah Lilly	Emergency Medical Sciences Student, Chief's Letter of Commendation (In-Person)
Ms. Teresa Lilly	Mother of Ms. Savannah Lilly (In-Person)
Ms. Macy Lilly	Daughter of Savannah Lilly (In-Person)
Ms. Brittney Moore	Semi-finalist for Jack Kent Cooke Scholarship (In-Person)
Mrs. Kati New	Capital Campaign Gift and Administrative Assistant for Operations and Facilities (In-Person)
Mr. Keith New	Capital Campaign Gift and Husband of Kati New (In-Person)
Mr. Juan Lara Torres	NC Nominee for U.S. Presidential Scholars (In-Person)

A. Ethics Reminder

Chair Melodie Darden reminded members of the Board of the ethical requirements for public servants and requested that members identify any 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

A. Capital Campaign Gift

Chair Melodie Darden said that Kati and Keith New are both believers in life-long learning, and supporting Carteret CC is a natural fit for them. She said Kati selected the Hospitality and Culinary Arts program for a capital campaign gift specifically because it is close to her heart, as she has been a baker for her family since she was eleven years old. Chair Darden said in addition to working at Carteret CC, Kati is pursuing a degree in Baking and Pastry Arts. Having the opportunity to name the Baking and Pastry Chef's office in the Hospitality and Culinary Arts Center has special meaning and brings her joy.

Chair Darden thanked Kati and Keith New for their generous capital campaign gift of \$10,000 for the naming of the Baking and Pastry Chef's office. Kati and Keith said it was both a privilege and an honor.

STUDENT RECOGNITIONS

Dr. Tracy Mancini said there were numerous student awards and recognitions this month, and she was delighted for the Board to meet some of them. She introduced the students as follows:

Ms. Savannah Lilly, a second year Emergency Medical Sciences student, was recognized and given a Chief's Letter of Commendation from the Chief at Western Carteret Fire and EMS Department for her professional care of a patient during Lilly's clinical rotations. The patient arrived at Carteret Healthcare and was suspected to have had a stroke and did, in fact, have a large vessel occlusion. The patient was transferred to Vidant Medical Center and underwent a thrombectomy and was discharged to a rehab facility. The patient's timely care by Ms. Lilly showed a positive outcome.

Ms. Claire Braxton, Student Government Association Public Information Officer and producer of *The Wave*, was selected by the Faculty Executive Committee as Carteret CC's nominee for the Governor Robert W. Scott Student Leadership Award. Ms. Braxton's application has been submitted to a committee across the state, and a winner will be chosen from all 58 community colleges.

Ms. Brittney Moore, was selected as one of four semi-finalists for the Jack Kent Cooke Scholarship from North Carolina. This scholarship is worth up to \$55,000 a year for the four years a student attends a school for a bachelor's education. This is the first time a student from Carteret CC has been selected as a semi-finalist for this scholarship. Ms. Moore will learn in April 2022 if she is a finalist for the scholarship.

Dr. Mancini introduced Mr. Cory Johnson, principal of MaST Early College. Mr. Johnson introduced Mr. Juan Lara Torres, who was selected as a nominee from North Carolina for the U.S. Presidential Scholars.

Mr. Johnson said Mr. Torres will graduate from the first MaST Early College class with degrees in Associate in Arts and Associate in Science. Mr. Johnson explained that each year the local schools nominate one student to represent Carteret County at the state level. Mr. Torres is the only student in Carteret County Public School system history to advance to the next level, and is one of twenty North Carolina students to advance to the next round. Notification of the winner will take place in the next few weeks.

Mr. Johnson introduced Ms. CeCe Johnson, Carteret County Youth of the Year for the Boys and Girls Club, Dwayne Reynolds Youth of the Year, and Kirk Dominic Youth of the Year awards. Mr. Johnson said Ms. Johnson (no relation) is an outstanding student who continuously volunteers in the community and will run track for UNC-Wilmington.

APPROVAL OF THE AMENDED AGENDA

Chair Melodie Darden presented the March 8, 2022, amended agenda for approval by the Board. The agenda was amended to add New Business to discuss board meeting day and time change.

Dr. Wrenn Johnson made a motion to approve the March 8, 2022, agenda as amended. Mrs. Rosa Langston seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF THE MINUTES

Chair Melodie Darden presented the February 8, 2022, minutes for approval by the Board.

Mrs. Mary Charles Jenkins made a motion to approve the February 8, 2022, minutes as presented. Mrs. Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Melodie Darden recognized Trustees June Fulcher, Michael Curtis, and Doug Starcke as attending this meeting by Zoom. She also expressed condolences to Trustee June Fulcher for her losses from the tragic Down East plane crash. Chair Darden asked for a moment of silence and quiet reflection to remember the eight individuals whose lives were lost.

Chair Darden shared the following items:

- Chair Darden shared and read a card from Trustee Bill Henderson's family regarding the Trustees' donation in memory of his late mother.
- She thanked the trustees and committee chairs for their committee work.
- Chair Darden thanked Ms. Jo Ann Cannon for the committee minutes and her commitment to keeping the Board informed.
- She thanked Dr. Mancini and the leadership team for an informative and excellent Board Retreat on February 22.
- Chair Darden reminded the trustees of the NCACCT Law Seminar scheduled for March 30-April 1, 2022 in Raleigh. She said if anyone would like to attend to contact Ms. Jo Ann Cannon.
- She thanked Trustee Mary Charles Jenkins for representing the trustees at the Escoffier dinners.
- Finally, Chair Darden informed the Board that Trustee Michael Curtis will not be seeking reappointment at the end of his term in June 2022 due to family obligations. She thanked him for mentoring her when she became the Board Chair and also for his work with the Board during his

- eight-year term. She said his highest achievement was the hiring of Dr. Mancini as president of Carteret CC. Trustee Michael Curtis said it has been an honor to serve on the Board.

NEW BUSINESS

A. Reminder: Annual Statement of Economic Interest (SEI)

Chair Darden reminded the Board to complete the annual Statement of Economic Interest, which is due by April 15. She also reminded trustees that if it is not completed by the due date they could be dismissed from the Board.

B. Board Meeting Day and Time Change

Chair Darden reminded the trustees about the discussion and approval at the Retreat to change the Board meeting day and time. She said all trustees agreed to change the day and time to the second Wednesday of the month at 9:00 a.m. starting in August 2022. Trustee Bill Henderson asked if this change was addressed in the Board Bylaws and if there are any conflicts by the trustees.

There were no conflicts.

Trustee Matt Zettl said the meeting times will be addressed in the governing policies and also read Bylaws Article 5, Section 1A: Meeting Schedules and Types:

“A. Regular Meetings: The Board shall meet at a minimum every other month during the fiscal year. The Board’s regular meetings shall be held on campus in the McGee Boardroom of the McGee Building on the second Tuesday of the month at 5:00 p.m., unless the Board Chair shall fix another time and/or location for the meeting.”

Mrs. Dee Meshaw made a motion to approve changing the Board meeting day to the second Wednesday of each month at 9:00 a.m. beginning in August 2022. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

NEW EMPLOYEES

There were no new employees in attendance for introductions.

PRESENTATION

A. Marketing and Public Information

Dr. Tracy Mancini introduced Ms. Logan Okun, Director of Marketing and Public Information.

Ms. Okun shared a video showing the following evolution of the College brand:

- Commercials from Spring 2012 and Fall 2016
- The Beacon from Spring 2010, Fall 2014, Fall 2018, Spring 2021, Spring 2022
- Registration commercial for social media from Spring 2020
- Registration commercials of how the College “Learned to Pivot” during the COVID-19 Pandemic in Spring 2020, Summer 2020, and Fall 2020
- Registration commercial for Fall 2021 “full funding for all campaign”
- Registration commercial for Spring 2022 full funding campaign
- Brand and branding, what’s the difference?

Ms. Okun said the College will sponsor a Morehead City Marlins game on June 15 with a well-known musical artist. Students who complete a FAFSA form by June 1 will receive a ticket to the game and concert. She said this will be part of the campaign to get students to register for the Fall 2022 semester.

B. Small Business Center

Mr. Perry Harker introduced Ms. Brandy Bell, Director of the Small Business Center.

Ms. Bell presented information on the Small Business Center where she and Ms. Victoria Washington support small businesses through education and training, resources and counseling, loan programs, the For ME Network, and expos.

COMMITTEE REPORTS

A. Buildings and Grounds and Finance (2022-2023 County Capital and Operating Budgets)

Trustee Dee Meshaw reported the Finance Committee met jointly with the Buildings and Grounds Committee on February 23, 2022, to discuss and recommend approval of the 2022-2023 County Capital and Operating Budget requests. Trustee Meshaw said Dr. Mancini and Mr. Matt Banko were in attendance to present these budgets to the Board for approval.

Mr. Matt Banko shared the presentation he presented at the February 23 committee meeting. His presentation to the Board contained 2022 highlights regarding enrollment, Fire and Emergency Medical Sciences improvements, the 2021-2022 Total Budget Allocation, and how county operating funds are disbursed. The presentation also contained information regarding the 2022-2023 County Operating Funds request and operating budget adjustments, 2022 County Capital fund highlights, and 2022-2023 County Capital Funds request. The presentation also contained information regarding the County Capital funds plan for 2023.

Motion came from Buildings and Grounds Committee to approve the 2022-2023 County Capital Budget request. Without further discussion, the motion was unanimously approved by voice vote.

Motion came from Finance Committee to approve the 2022-2023 County Operating Budget request. Without further discussion, the motion was unanimously approved by voice vote.

B. Personnel and Policies

Trustee Dr. Matt Zettl reported the Personnel and Policies Committee met on February 28, 2022, and went into closed session to discuss the President's Evaluation, goals, and contract. He said these items will be discussed in closed session at the April Board meeting as part of the annual evaluation of the president. Trustee Zettl reminded the Board of the importance of reviewing all materials related to the president's evaluation before the April meeting.

Trustee Zettl said the committee has reviewed the second set of governing policies and will review the third set in April. He said the committee will be ready to present the policies to the Board at their May meeting.

C. Curriculum and Student Support

Trustee Rosa Langston reported the Curriculum and Student Support Committee met on February 25, 2022, to discuss the Greenhouse and Grounds Maintenance Certificate (Landscape Service Technology). Ms. Langston explained this program was developed for Exceptional Children at the high schools and similar to the College's Food Service Technology Certificate. She said the Greenhouse and Grounds Maintenance certificate is designed to provide students from special populations with experience in general horticultural principles and applications.

Motion came from the Curriculum and Student Support Committee to approve the Greenhouse and Grounds Maintenance Certificate (Landscape Service Technology). Without further discussion, the motion was unanimously approved by voice vote.

OTHER REPORTS

A. Foundation Liaison Report

Dr. Matt Zettl reported the Foundation Board met on March 8, 2022. He reported there are grants that are pending approval within the next month. Dr. Zettl said if these grants are approved they will pay for the remainder of the walking trail.

Chair Melodie Darden asked Dr. Zettl about the percentage of the Board of Trustees' contribution to the annual fund drive. He reported 50% of the Board has contributed to the annual fund. Ms. Brenda Reash said the trustees can contribute by going online to the Foundation webpage or giving a check or cash to her directly.

B. President's and Executive Leadership Council Committee Reports

Dr. Mancini highlighted the following:

- The College received the final report and coaching letter for its 2021-2022 annual compliance review. This review, conducted by the System Office compliance reviewers, verifies the College's attendance and FTE reporting. The College received suggestions for improving some processes, but no findings. Having no findings means the College will not be reviewed for two years. Dr. Mancini said if anyone would like a copy of the coaching letter and report, they should contact Ms. Jo Ann Cannon. She said she would be glad to discuss the report if there are questions.
- Mr. Perry Harker has been working on applications with Mrs. Kristi Mroch for two grants. The Department of Transportation Highway Construction Academy is offering a grant to areas of the state where Interstate 42 is coming. If Corporate and Community Education (CCED) were to receive this \$800,000 grant, the College would be able offer construction, heavy equipment usage, and asphalt classes. Companies would contribute equipment to CCED for those and other related classes.

The second grant CCED has applied for is a Dollar General Foundation grant to expand the Adult Basic Education and High School Equivalency classes at Carteret Correctional Center. If awarded, these funds will be used to purchase computers and software.

- Dr. Maggie Brown is helping to promote the North Carolina Longleaf Commitment Grant which is Governor Cooper's grant that stipulates that high school graduates who graduated in 2020, 2021, and 2022 who come directly to a North Carolina community college would receive tuition, fees, and funding to attend. The grant essentially provides students with full funding for two years.
- On March 18, 2022, the Horticulture program will participate in the National Collegiate Landscape competition in Raleigh.
- The Foundation is hosting "A Toast to the Wedding Veil with Kristy Woodson Harvey" on April 7, 2022, as part of their Sound Discoveries Lecture and Film Series. Dr. Mancini said tickets are \$75 and include a copy of Ms. Harvey's new book *The Wedding Veil*, hors d'oeuvres, wine, and beverage.
- Finally, The Graduation Committee is hosting a contest to select a student to sing the national anthem at the College's May 13, 2022 graduation. Graduation will be held in the Civic Center at 3 p.m.

C. Staff Executive Committee Report

Mr. Ed Ladenburger, Proxy for Staff Executive Committee President and Director of Instructional Support and Distance Learning, presented the Staff Executive Committee (SEC) report, which was included in the Board packet.

OLD BUSINESS

There was no old business for discussion.

BOARD COMMENTS

Trustee Dr. Matt Zettl said he is excited to hear all the great things that students are doing at the College. He said it is inspiring.

Trustee Bill Henderson said he appreciated the capital campaign gift from Kati and Keith New and enjoyed hearing about Kati’s education in the Baking and Pastry Arts program.

Trustee Robin Comer said he is sad to hear Trustee Michael Curtis will not seek reappointment. He said Mr. Curtis was a great representative for the Board. Mr. Comer thanked Mr. Curtis for his service on the Board.

Trustee Mary Charles Jenkins said she is happy to see the new marquee, enjoyed the presentations tonight, and was excited to see the work Ms. Logan Okun has put into updating the College website and her work with social media postings.

Trustee Dee Meshaw said she really enjoyed the information Dr. Mancini presented to the Board of Commissioners at their annual seminar on March 2, 2022.

Trustee Rosa Langston agreed with Trustee Dee Meshaw and gave kudos to Ms. Logan Okun regarding the new look of the College website and her postings on social media. She said she is elated with the new Greenhouse and Grounds Maintenance certificate.

Trustee Dr. Wrenn Johnson agreed with Trustees Dee Meshaw and Rosa Langston. She said Dr. Mancini’s team also presents very well at each Board meeting and other meetings, and she appreciates this.

Trustee June Fulcher said the College was doing a great job.

Trustee Doug Starcke thanked Ms. Okun and Ms. Bell for their presentations tonight.

Chair Melodie Darden thanked Trustee Michael Curtis again for his commitment to the Board and the College during his term. She said she was also thankful for the student recognition and commended the faculty who always support them.

ADJOURNMENT

There being no further business to come before the Board, Mr. Robin Comer made a motion to adjourn the meeting at 6:24 p.m. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Tracy J. Mancini, Secretary of the Board of Trustees

Date

Melodie Darden, Chair of the Board of Trustees

Date



STRATEGIC PLAN 2022-2025

A SOUND EDUCATION

STRATEGIC DIRECTION 1: CULTURE OF SERVICE

Carteret Community College will build upon and sustain a culture of service affecting students, employees, and the community.

- Goal 1: Evaluate, share, and act upon stakeholder input to create or improve services offered by the College.
- Goal 2: Provide a supportive one-door approach for student enrollment, advisement, and academic support services.

STRATEGIC DIRECTION 2: EQUITABLE ACCESS & SUCCESS

Carteret Community College will strive to promote equitable student access and success outcomes in courses, programs, and degrees.

- Goal 1: Promote and sustain a diverse, equitable, and inclusive workforce.
- Goal 2: Identify and eliminate barriers to the College that prevent full access and participation for those in our service area and online community.
- Goal 3: Connect students to supportive services and community partners, empowering individuals to achieve their career and educational goals.

STRATEGIC DIRECTION 3: PROGRAM EVALUATION & ALIGNMENT

Carteret Community College will evaluate, develop, and maintain a suite of academic and technical programs that leads to successful transfer and/or family sustaining jobs.

- Goal 1: Offer and promote career and educational pathways in support of a “one-college” model.

STRATEGIC DIRECTION 4: CULTURE OF EVIDENCE

Carteret Community College will build a data-informed approach to problem solving, and one that promotes curiosity and empowerment among students, faculty, and staff.

- Goal 1: Create accurate, reliable data reporting processes to inform and empower stakeholders.

STRATEGIC DIRECTION 5: ROBUST PARTNERSHIPS

Carteret Community College will develop robust partnerships with local school systems and employers to promote a “collective impact” strategy for education attainment, workforce, and economic development across the service area.

- Goal 1: Collaborate with educational, community, and industry partners to promote learning and career opportunities.
- Goal 2: Implement an internal strategy to align and enrich partnerships between college representatives and economic development, industry, and educational partners.

MISSION

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

VISION

- An Excellent Learning College -
- An Excellent Place to Work -
- An Excellent Resource for Workforce Development and Quality of Life -
- An Excellent Steward of the Public Trust -

VALUES

- Learning
- Service
- Quality
- Innovation
- Integrity
- Diversity, Equity, & Inclusion
- Teamwork
- Commitment

[WWW.CARTERET.EDU](http://www.carteret.edu)



FACT SHEET

DECEMBER 2021

The Economic Value of Carteret Community College

Carteret Community College (Carteret CC) creates a significant positive impact on the business community and generates a return on investment to its major stakeholder groups—students, taxpayers, and society. Using a two-pronged approach that involves an economic impact analysis and an investment analysis, this study calculates the benefits received by each of these groups. Results of the analysis reflect fiscal year (FY) 2019-20.



CARTERET COUNTY, NC

IMPACTS CREATED BY CARTERET CC IN FY 2019-20



Operations spending impact

\$15.4 million



Construction spending impact

\$1.8 million



Student spending impact

\$2.7 million



Alumni impact

\$36.8 million



TOTAL ECONOMIC IMPACT

\$56.8 million

OR

Jobs supported

1,348

ECONOMIC IMPACT ANALYSIS

In FY 2019-20, Carteret CC added **\$56.8 million** in income to the Carteret County economy, a value approximately equal to **2.4%** of the county's total gross regional product (GRP). Expressed in terms of jobs, Carteret CC's impact supported **1,348 jobs**. For perspective, the activities of Carteret CC and its students support **one out of every 27 jobs** in Carteret County.

OPERATIONS SPENDING IMPACT

- Carteret CC employed 425 full-time and part-time faculty and staff. Payroll amounted to \$12.7 million, much of which was spent in the county for groceries, mortgage and rent payments, dining out, and other household expenses. The college spent another \$7.4 million on day-to-day expenses related to facilities, supplies, and professional services.
- The net impact of the college's operations spending added **\$15.4 million** in income to the county economy in FY 2019-20.

CONSTRUCTION SPENDING IMPACT

- Carteret CC invests in construction each year to maintain its facilities, create additional capacities, and meet its growing educational demands, generating a short-term infusion of spending and jobs in the county economy.
- The net impact of Carteret CC's construction spending in FY 2019-20 was **\$1.8 million** in added income for Carteret County.

STUDENT SPENDING IMPACT

- Some in-county students, referred to as retained students, would have left Carteret County for other educational opportunities if not for Carteret CC.

These retained students spent money on groceries, mortgage and rent payments, and other living expenses at county businesses.

- The expenditures of retained students in FY 2019-20 added **\$2.7 million** in income to the Carteret County economy.

ALUMNI IMPACT

- Over the years, students have studied at Carteret CC and entered or re-entered the workforce with newly-acquired knowledge and skills. Today, thousands of these former students are employed in Carteret County.
- The net impact of Carteret CC's former students currently employed in the county workforce amounted to **\$36.8 million** in added income in FY 2019-20.



INVESTMENT ANALYSIS

STUDENT PERSPECTIVE

- Carteret CC's FY 2019-20 students paid a present value of **\$2.3 million** to cover the cost of tuition, fees, and supplies. They also forwent **\$12.4 million** in money that they would have earned had they been working instead of attending college.
- In return for their investment, students will receive a cumulative present value **\$90.9 million** in increased earnings over their working lives. This translates to a return of **\$6.20** in higher future earnings for every dollar students invest in their education. Students' average annual rate of return is **27.2%**.

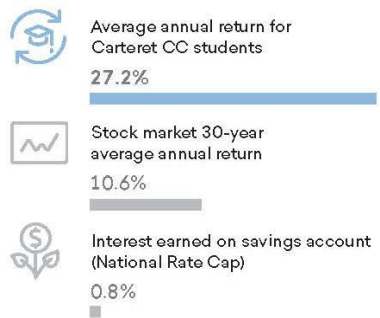
TAXPAYER PERSPECTIVE

- Taxpayers provided Carteret CC with **\$18 million** of funding in FY 2019-20. In return, they will benefit from added tax revenue, stemming from students' higher lifetime earnings and increased business output, amounting to **\$23.9 million**. A reduced demand for government-funded services in North Carolina will add another **\$1.7 million** in benefits to taxpayers.
- For every dollar of public money invested in Carteret CC, taxpayers will receive **\$1.40** in return, over the course of students' working lives. The average annual rate of return for taxpayers is **2.8%**.

SOCIAL PERSPECTIVE

- In FY 2019-20, North Carolina invested **\$37.8 million** to support Carteret CC. In turn, the North Carolina economy will grow by **\$261.3 million**, over the course of students' working lives. Society will also benefit from **\$5.5 million** of public and private sector savings.
- For every dollar invested in Carteret CC in FY 2019-20, people in North Carolina will receive **\$7.10** in return, for as long as Carteret CC's FY 2019-20 students remain active in the state workforce.

STUDENTS SEE A HIGH RATE OF RETURN FOR THEIR INVESTMENT IN CARTERET CC



Source: Forbes' S&P 500, 1991-2020. FDIC.gov, 6-2021.

For every \$1...

- Students** gain in lifetime earnings **\$6.20**
- Taxpayers** gain in added tax revenue and public sector savings **\$1.40**
- Society** gains in added income and social savings **\$7.10**

TO: Carteret Community College Board of Trustees – Finance Committee
FROM: Matt Banko, Vice President of Finance & Administrative Services
DATE: March 23, 2022
SUBJECT: Phase 3 Salary Study Adjustment

Background

On April 9, 2019, Carolina Human Resources, Inc presented the results of a Salary Study concluded in February 2019. The total budget for the entire salary adjustment plan was \$423,542. The Salary Study and Phase 1 of the 3-phase salary plan was approved. On September 14, 2021 the Board of Trustees approved the second phase of the salary adjustment plan. The first two phases combined totaled \$282,493 inclusive of salaries and benefits.

Summary Table:

<u>Implementation Phase</u>	<u>Total Annual Amount</u>	<u>Faculty Total</u>	<u>Staff Total</u>
Phase 1 - Approved 4/9/19	\$ 200,948	168,076	32,872
Phase 2 - Approved 9/14/21	\$ 81,545	53,695	27,850
Phase 3 - Requested	\$ 81,736	54,109	27,627
Totals:	\$ 364,229	\$ 275,880	\$ 88,349

Additional Information

The College was allocated \$67,649 for fiscal year 2022 and another \$96,240 for fiscal year 2023 for Tier 1A and 1B Curriculum and Continuing Education programs. This funding along with state enrollment growth, and compensation reserve funds will be used to pay for Phase 3 increases.

Action Item

College Administration requests to implement the third and final phase of the Salary Study in the April payroll at a cost of \$20,434 for the remainder of the current fiscal year and \$81,736 annually.

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: April 8, 2022
SUBJECT: Board of Trustees April 12, 2022, Meeting

April is **Community College Month** – a month-long celebration of the comprehensive, high-quality education, workforce training, and lifelong enrichment offered by the nation’s more than 1,100 community colleges. NC Community Colleges serve over half a million students currently, and a recent Emsi/Burning Glass study says the NC Community College System contributes more than \$19 billion annually to the state’s economy. The 58 NC Community Colleges support 319,763 jobs and generate nearly twice the revenue they receive from taxpayers. NC Community College students earn an average rate of return of 22.3% on their investment in education.

As you will hear today, the Emsi/Burning Glass study found that in 2019-2020 one out of every 27 jobs in Carteret County was supported by the activities of Carteret CC and its students. In addition, the impact of the increased earnings of Carteret CC alumni and the businesses they work for is valued at \$36.8 million. Emsi/Burning Glass says that for every \$1 invested in Carteret CC, students gain \$6.20 in lifetime earnings; taxpayers gain \$1.40 in added tax revenue and public sector savings; and society gains \$7.10 in added state revenue and social savings. Director of Institutional Effectiveness **Jonathan Tyndall** will present these findings and provide additional information on the study at our April BOT meeting.

The Carteret County League of Women Voters invited me to speak on Women Breaking Barriers in the 21st Century at their **Women’s History Month Reception** on March 24 at the History Museum. It was great to see Carteret CC trustees Langston and Johnson there, as well as a number of faculty and staff, some of whom staffed information tables to promote college programs and services.

Maintenance Technician **Jeremy Thompson** and Corporate and Community Education Workforce Programs Director **Rick McCormac** graduated from the NC Community College Leadership Program in Raleigh on April 8. They represented Carteret CC well in this year’s statewide cohort, garnering positive feedback and comments from the System Office and Belk Center program leaders.

The College’s **Sound Bytes** podcast featuring **Big Rock Blue Marlin Tournament and Big Rock Foundation’s Tommy Bennett and Carlee Sharpe** aired on April 1.

Other noteworthy April events include the student Art Exhibit, SGA’s Spring Fling, the first Horticulture Plant Sale, job fairs, a Business After Hours for the Chamber of Commerce, a site visit for our EMS program accreditation, the Foundation’s “A Toast to the Wedding Veil” with local author Kristy Woodson Harvey, and a Beaufort Wine and Food event at the Hospitality and Culinary Arts Center featuring Carteret CC alumna and executive chef of the Coral Bay Club Geneveive Guthrie.

The NC Community College System Office received funding from the General Assembly to hire additional **cyber security experts** to work regionally with our colleges both to help prevent cyber incidents and to help recover from them if they happen. President Stiith has asked Carteret CC to provide an office for the eastern regional expert, Dr. Julia Hamilton. Dr. Hamilton will have an office in the Big Rock Career Center. We expect her to begin in May. Our IT Department is thrilled that we will have ready access to the System’s regional expert as we continue to ensure business continuity in the face of increased cyber threats.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: April 5, 2022
SUBJECT: Corporate and Community Education Board Report

The Basic Skills Department is in the process of starting an ESL class at Newport Elementary School. This is the first time we have offered an ESL class at this location. This class will be scheduled Mondays and Wednesdays from 4:30-7:30 pm.

Basic Skills started a Digital Literacy class recently at the Big Rock Career Center. This class is tuition FREE! Topics included are Microsoft Word, Excel, PowerPoint, Google Docs, email, and general computer knowledge. We have also scheduled this same training on-site at the Miriam for clients they serve.

We developed a proposal for this year's Dollar General Grant Program. The focus of this grant was on increasing access to technology at Carteret Correctional to improve students' reading, math, and language skills. In addition, students will also have access to Digital Literacy training to improve their computer knowledge and skills necessary in today's workforce.

Several of our staff attended the **Women's History Month Reception:** "Women Breaking Barriers in the 21st Century" at The History Museum of Carteret County. In addition, we had a vendor table to provide promotional information on our various training programs.

We have scheduled a new class, Introduction to Beekeeping, through our Life Enrichment program. The class will begin in early May and taught by a Master Beekeeper, one of only a few in our state.

We are partnering with Sea Tow Crystal Coast to offer a Navigating Local Waters class. We have had tremendous interest in this training.

Brandy Bell attended the Small Business Center Network's Bi-Annual Professional Development Conference in Hickory, NC, at Catawba Valley Community College.

The WIOA program has re-established work-based learning opportunities with partnering employers from the pre-COVID shutdown and established new employer relationships and work-based learning opportunities. In addition, the WIOA program continues to partner with NCWorks to organize local hiring events, the Career Fair held on March 24, 2022, and the Jump on Board Career Fair scheduled for April 13, 2022, for area high school students.

In March, we taught two Forklift Certification courses to contractors at the Marine Corps Outlying Field in Atlantic, N.C. Seven employees completed the one-day Forklift Operator Training Course, while ten employees completed the two-day Rough Terrain Forklift Operators Course.

National trucking companies continue to visit our CDL classes to recruit new drivers. In addition, representatives of Schneider Trucking and McElroy Truck Lines will visit the campus in April.

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 4/5/2022
SUBJECT: Board of Trustee 4/12/2022 Meeting

- Curriculum Seats Enrolled in Courses Snapshot: Current as of 4/1 Summer '22, 586; Summer '21 Day 1, 1,042; Summer '20 Day 1, 1,075
Current as of 4/1 Fall '22, 1103; Fall '21, Day 1, 5038; Fall '20, Day 1, 3918
- Student Funding Updates:
LongLeaf Complete- disconnected students who have completed 30 hours
LongLeaf Commitment- 2022 high school graduates and GED/AHS completers will get funding for 2 years of community college
Free Carteret CC CCP (Dual High School/College) Summer '22 and Fall '22
Scholarships for 2022-2023 Academic Year are open!
- The Early College Robotics Team, under Program Chair Patrick Dineley, has qualified for the state competition to be held at Campbell University. Out of about 65 teams in the state, only the top 32 qualify.
- The Horticulture students, under Program Chair Nathan Beasley, had several place winners at the National Collegiate Horticulture Competition at North Carolina State University. Teams included community college and university students. Our students beat out many other students from across the nation to vie to compete in limited admission events. We had seven individuals and/or teams who placed in the top 10 in various events. The Horticulture students will host their first Annual Spring Plant Sale on April 14 & 15.
- About 20 of our students will be competing in the Statewide SkillsUSA competition this month in Welding, Diesel, Culinary, Baking and Pastry, and Information Technology.
- One of our Radiography Students, Sarah Bennett, was recently commended by the Director of the CarolinaEast Cath Lab for exemplary performance during an unexpected medical crisis experienced by a patient undergoing a routine procedure. The student voluntarily took over recording duties while all personnel in the room were giving emergency care.
- The Annual Art Show show is open in the HCAC! On display is artwork from Drawing, Photography, Ceramics. Painting, 2D Design, 3D Design, Digital Design, Welding, Woodworking, and Culinary Arts. A closing reception will be held on April 13th from 4:30-6:30 pm. Light hors d'oeuvres will be provided.
- We are pleased to have our new Dean of Student Services, Lewis Stroud join our team this month! Lewis is a US Navy Veteran. Upon leaving the military, Lewis worked campus security while attending classes during the day. Lewis began his career in education as a teacher in Cumberland County Public schools for 2 years until he was offered the position of Sr. Associate Dean of Students at Saint Andrews University. He worked at SAU for seven years until leaving to join Cape Fear Community College. There he worked in various positions including Sr. Director of Student Services for the North Campus and on main campus as Sr. Director of Educational Partnerships and Initiatives.

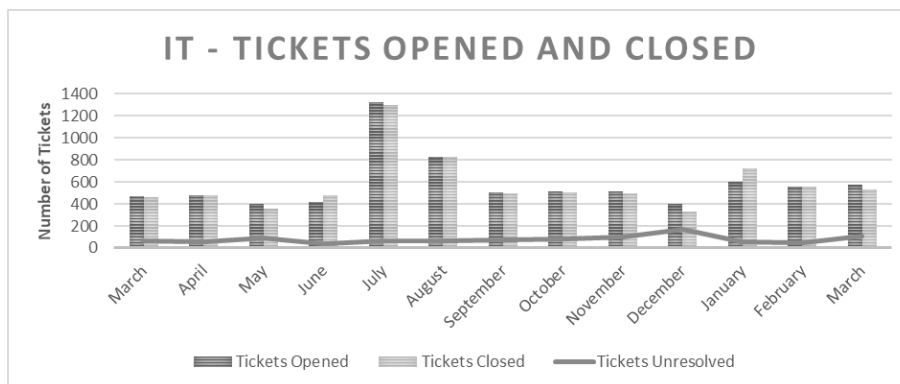
TO: Carteret Community College Board of Trustees
FROM: Matt Banko, Vice President of Finance & Administrative Services
DATE: April 5, 2022
SUBJECT: Board of Trustee April 12, 2022 Meeting

Financial Services

Bank Reconciliation Status Report									
	CORE BANKING			BB&T			FIRST CITIZENS		
	State Funds			Institutional Funds			County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
Jul-21	08/02/21	08/09/21	\$ 354,715.51	08/02/21	08/09/21	\$ 482,019.10	08/02/21	08/09/21	\$ 714,706.49
Aug-21	09/01/21	09/07/21	\$ 518,675.57	09/01/21	09/07/21	\$ 1,173,647.36	09/01/21	09/03/21	\$ 443,277.82
Sep-21	10/04/21	10/08/21	\$ 347,810.43	10/04/21	10/11/21	\$ 313,884.73	10/04/21	10/06/21	\$ 240,804.96
Oct-21	11/01/21	11/03/21	\$ 419,833.88	11/01/21	11/03/21	\$ 256,570.92	11/01/21	11/03/21	\$ 751,390.81
Nov-21	12/01/21	12/03/21	\$ 355,595.60	12/01/21	12/04/21	\$ 239,093.58	12/01/21	12/03/21	\$ 483,674.30
Dec-21	01/03/22	01/10/22	\$ 333,214.30	01/03/22	01/12/22	\$ 788,267.27	01/03/22	01/10/22	\$ 302,110.00
Jan-22	02/01/22	02/04/22	\$ 507,645.83	02/01/22	2/23/2022	\$ 386,006.01	02/01/22	02/04/22	\$ 662,485.29
Feb-22	03/01/22	03/07/22	\$ 466,734.15	03/01/22	3/25/2022	\$ 257,902.24	03/01/22	03/07/22	\$ 318,020.27
Mar-22	04/01/22	04/04/22	\$ 446,076.25	04/01/22		\$ 752,124.37	04/01/22	04/04/22	\$ 206,470.09

Campus Information Technology

- Current Projects
 - Digital Sign installed and operational
 - Testing virtual desktop infrastructure (VDI) in classrooms
 - Working on backup strategies for cloud and on prem servers to help with disaster recovery
 - Install new video conference system set up in McGee Board Room
 - Office moves to accommodate *one-door* initiative
 - Setting up laptop carts for BLET and Horticulture academic programs
 - Rural Broadband Project – Onsite scheduled for September/October for assessment
- Table below is a summary of tickets processed through March 31



Expenditure Update

- State expenses are at expected levels with and projected to carry forward funds into FY 2023
 - Received an allocation for marketing for apprenticeships in the amount of \$40,000
 - Received an allocation of \$67,649 for Tier 1A & 1B faculty recruitment and retention
 - Aforementioned allocations have been updated in table below
- County operating funds are at expected levels and projected to spend 100% of the budget this year
- Over \$4.4 M of financial aid has been awarded to students which is a 55% increase over prior year
- Adjustment to Institutional Capital Outlay due to directed SCIF Funding

State				
	Annual Budget		Y-T-D Actual	% of Budget
1XX Institutional Support	\$ 2,932,605	\$	2,023,010	69.0%
2XX Curriculum Instruction	6,463,357		4,764,570	73.7%
3XX Continuing Education	1,685,580		1,205,279	71.5%
4XX Academic Support	1,082,907		802,353	74.1%
5XX Student Support	1,337,321		767,954	57.4%
9XX Equipment/Capital	495,024		137,385	27.8%
Totals:	\$ 13,996,794	\$	9,700,550	69.3%

County				
	Annual Budget		Y-T-D Actual	% of Budget
1XX Institutional Support	\$ 353,205	\$	283,908	80.4%
6XX Plant Operations & Maintenance	2,421,795		1,833,784	75.7%
9XX Capital Outlay	1,199,900		320,104	26.7%
Totals:	\$ 3,974,900	\$	2,437,796	61.3%


Institutional				
	Annual Budget		Y-T-D Actual	% of Budget
1XX Institutional Support	\$ 1,700,000	\$	1,186,778	70%
2XX Curriculum	321,335		260,536	81%
3XX Continuing Education	214,640		145,993	68%
4XX Academic Support	520,000		342,343	66%
5XX Student Support	550,902		420,921	76%
7XX Proprietary/Other			75,963	N/A
8XX Student Aid	6,010,050		4,435,885	74%
9XX Capital Outlay	818,500		618,904	76%
Totals:	\$ 10,135,427	\$	7,487,323	73.9%

Emergency Preparedness and Security

- Current and Recent Activity
 - Preparations for Celebration on the Sound
 - Provided orientations for Adult High School, High School Equivalence
 - New employee orientation presentation
 - Participated in law enforcement and general professional development
 - Routine AED, and radio battery replacement and fire extinguisher check
 - Organizing agenda for the Association of Community College Safety and Security Officers

COVID-19/HEERF Funding

- On March 9, the Department of Education extended the HEERF grant period to June 30, 2023
- Table below is an update on HEERF funding, expenditures and remaining balance:

 CARTERET COMMUNITY COLLEGE	Student Emergency Relief	Institutional Portion COVID-19 Emergency Relief Grant	Strengthening Institution Program (SIP)	Supplemental Assistance to Institutions of Higher Education Program (SAIHE)
Deadline to Spend Funds (*extended)	June 30, 2023	June 30, 2023	June 30, 2023	June 30, 2023
Total Award	\$2,455,407	\$3,172,304	\$242,415	\$484,461
Total Funds Spent (as of March 31, 2022)	\$2,096,499	\$1,923,179	\$242,415	\$118,183
Remaining Funds	\$358,908	\$1,249,125	\$0	\$366,278

TO: Carteret Community College Board of Trustees
FROM: Steve Sparks, Vice President, Operations and Facilities
DATE: April 5, 2022
SUBJECT: Board of Trustee April 12, 2022 Meeting Date

- The BLET asbestos abatement work is complete. A mandatory pre-bid meeting was held Monday, April 4 for the shower/locker room at the BLET building. Several construction companies attended. Bids are to be in no later than 3:00 pm on April 21. Demolition of the existing grid and ceiling tile in the office and two classrooms will begin April 11. New grid, ceiling tile, and LED lights will be installed after demolition.
- A civil survey of the new firing range project will take place the week of April 11. The wetland survey has conducted and we are waiting on the Corp of Engineers representative to meet for the final approval.
- The Civic Center elevator material has arrived. The installation is scheduled for the week of May 16.
- The west end of the walking trail has been formed for concrete. TA Loving is now working on the east side of McGee placing concrete forms.
- The stormwater permit application to combine most all of our permits has been stalled. The concrete sidewalk permit modification request has been added to the combination permit request. Efforts are underway to seek permission to pour the trail concrete when the forms have been placed. The effort to combine our permits will grant us approximately 70,000 Sq. Ft. of impervious credit to use in the future.
- Routine and Preventative Maintenance is ongoing.

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: April 1, 2022
SUBJECT: Board of Trustee April 2022 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Chair, Public Services Technology	Susan McIntyre	Interviews scheduled 4/8
Event & Sponsorship Coordinator	Kellie Alexander (6/30)	Closes 4/17
Dean, Student Services	Dana Merck	Lewis Stroud, DOH 4/4
Admissions Specialist	Laureel Butler	Interviews 3/24; referred to Dr. Mancini
Registrar, CCED	Penny Witherington	Internal Promotion: Nancy VanDoren, DOH 4/1
Coordinator, Business & Industry	Betsy DeCampo	Interviews scheduled 4/6
Landscape Maintenance Supervisor	Heather Tart	Posting extended to close on 4/6
Student Life Coordinator	Mary-Lynn Perricone	Posting closed 3/28 – not a strong candidate pool; repost
Custodian	New	Posting closed 3/23 – candidates under review

*Excludes Adjunct part-time, temporary job postings

Historical Data:

Fiscal Year	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017
New Permanent Hires	24	26	17	27	5	12
Internal Transfer/Promo	3	7	7	1	6	3
Total Hires	27	33	24	28	11	15
Retirement	9	10	6	2	4	4
Resignation	10	9	12	14	5	11
Involuntary resignation	3	4	2	3	1	3
Total Terms	22	23	20	19	10	18

Employee Headcount and Turnover

March Headcount		March Turnover	YTD FY22 Turnover	Turnover Rate
F/T Perm Faculty	63	1.21%	13.28%	FY21: 13.35%
F/T Perm Staff	98			FY20: 8.48%
P/T Perm Faculty	2			FY19: 10.66%
P/T Perm Staff	2			FY18: 6.49%
Total Perm	165			FY17: 10.98%
Total Payroll	333			

Recent Employee Departures

Position	Name	Date
Nursing Instructor	Dawn Enterline	3/7/22
CCED Registrar	Penny Witherington	3/31/22

Additional Item:

Crucial Conversations Training Update: 70 have finished the training to date; Cohorts 5 - 8 are planned for April (82 employees signed up). “Crucial Conversations Training teaches people how to achieve alignment and agreement when stakes are high, opinions vary and emotions run strong. With skills to speak their minds honestly and respectfully, people collaborate better, make better decisions and foster workplace cultures of trust, safety, respect and responsibility.”



TO: Carteret Community College Board of Trustees
FROM: Bianca Abell, SEC- Staff Executive Committee Chair
DATE: April 12th, 2022
SUBJECT: Board of Trustee 12th Meeting

SEC - Staff Executive Committee Officers for July 2021 - June 2022

Chair - Bianca Abell, Secretary - Devon Willis

On Thursday, March 3rd, the SEC—Staff Executive Committee—held its sixth meeting for the 2021-2022 fiscal year. Seven committee members and two guests met in Joslyn Hall.

During this meeting, an ad-hoc committee was formed with the following members: Makayla Gaitan, Ed Ladenburger, Kellie Alexander, Bessie Wells, and Renee Hester, to select nominees for the 2022-2023 Staff Person of the Year. Since the meeting on March 3rd, this ad-hoc committee forwarded several names to the SEC for voting, which is still ongoing.

Several other ad-hoc committees are expected to be formed at the next meeting, and members will begin presenting area reports.

The next Staff Executive Committee meeting will be held on April 7th, 2022.

TO: Carteret Community College Board of Trustees
FROM: Orlando Hernandez, Vice President, SGA
DATE: 04/05/2022
SUBJECT: Board of Trustee 4/12/2022 Meeting

1. Spirit week was successfully held the week of March 14-18. Many students participated in the outfit themes for each day. The winners received gift cards to Sweet Beans.
2. The Wave edition for Women's History Month was distributed to all students, staff, and faculty.
3. Spring fling was held on April 7. It was a tremendous success, having many students, staff, and faculty participate in the fun. It resulted in very positive feedback.
4. SGA Elections are currently in progress.
5. Study sessions with tutors will be held MAPS Center to help students prepare for final exams.
6. Study tips will be sent out via email during finals week.
7. The Wave edition for April will be about the graduation SGA board members.

**Carteret Community College
Board of Trustees**

Policy Proposal: New Policy Revise Existing Policy

Adverse Weather and Catastrophic Events Policy

Responsible Division: Finance and Administrative Services

Citation: NA

Signature/Date Approved: Board of Trustees XX/XX/XXX

EFFECTIVE IMMEDIATELY

In the case of inclement weather and emergencies **or other catastrophic events**, the final decision to close the College will rest with the President.

In the event of a weather or emergency related schedule interruption, instruction will either be rescheduled or delivered by using the college’s Learning Management System (LMS) or an alternative method.

Definition of Terms: **A catastrophic event would include but not limited to the following:**

- **Pandemic**
- **Large scale fire**
- **Large scale chemical spill**
- **Cyber intrusion**