



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, April 12, 2023, at 9:00 AM, Henry J. McGee Boardroom**

AGENDA			
I.	* A.	CALL TO ORDER Ethics Statement	Chair Melodie Darden
II.		FOUNDATION CHECK PRESENTATION A. Lt. Colonel Ricky B. Johnson Memorial Scholarship	Chair Darden Ms. Barbara Johnson
III.	*	APPROVAL OF AGENDA	Chair Darden
IV.	*	APPROVAL OF MINUTES (March 8, 2023 Attachment 1 ; March 7, 2023 Attachment 2)	Chair Darden
V.		CHAIR REPORT	Chair Darden
VI.		NEW EMPLOYEES A. Cindi Goodwin B. John Petrelli C. David Stone D. Ed Strong	Chair Darden Dr. Mancini Mr. Luther Curtis Mr. Jeremy Thompson
VI.		PRESENTATIONS A. Auditors B. Security Update	Chair Darden Mr. Matt Banko Mr. Richard Abell
VII.	*	OLD BUSINESS A. Policies for Review – Second Read	Chair Darden Dr. Maggie Brown
VIII.		COMMITTEE REPORTS A. Personnel, Policies, and Bylaws Committee	Chair Darden Trustee Mary Charles Jenkins
IX.		OTHER REPORTS A. Foundation Liaison B. President’s and Executive Leadership Council Reports (Attachments 3,4,5,6,7,8,9,10,11,12) C. Student Government Association Report	Chair Darden Trustee Jenkins Dr. Mancini Ms. Barbara Patenaude
X.		BOARD COMMENTS	Chair Darden/Trustees
XI.		CLOSED SESSION in accordance to N.C. GS 143-318.11 (a)(1),(5) and (6); approval of Closed Session Minutes (March 8, 2023)	Chair Darden
XII.	*	ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
April 17, 2023	Statement of Economic Interest (SEI) Due	5:00pm	https://ethics.nc.gov
April 14 & 15, 2023	Spring Plant Sale	10:00am-6:00pm	Howard Building/Greenhouse
April 20, 2023	Culinary Lunches, SOLD OUT	11:30am	Hospitality & Culinary Arts Center
April 25, 2023	Escoffier Dinner, SOLD OUT	5:30pm	Hospitality & Culinary Arts Center

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

MARCH 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 March 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. Doug Brady
Mr. Robin Comer (Zoom)
Mr. Bill Henderson
Ms. Penny Hooper

Mrs. Mary Charles Jenkins
Mrs. Rosa Langston
Mr. David Long (Zoom)
Ms. Dee Meshaw
Mrs. Catherine Parker
Mr. Doug Starcke

Student Government Association Present

Mr. Anthony Pile, 2022-2023 SGA President

Administration Present

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

President
Vice President, Corporate and Community Education
Vice President, Instruction and Student Support
Director, Marketing and Public Information
Director, Human Resources
Executive Assistant to the President

College Employees Present

Mrs. Bianca Abell
Mr. Richard Abell
Mr. Billy Hurley
Ms. Shana Olmstead

Chair, Staff Executive Committee
Director, Security & Emergency Preparedness
Vice Chair, Faculty Executive Committee
Chair, Hospitality/Culinary/Baking & Pastry Arts

Guests Present

Mr. Mike Curtis
Ms. Cheryl Burke
Ms. Michele Barlow
Ms. Melissa Young
Ms. Laura Adams
Ms. Marie Bell

Former Trustee
Reporter, Carteret News-Times
Emerald Isle Realty
Emerald Isle Realty
Emerald Isle Realty
Emerald Isle Realty

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 introduced Ms. Michele Barlow from Emerald Isle Realty who presented a check for \$1,500.00 for the Emerald Isle Realty Peggy “Ann” Huffman Memorial Scholarship. The employee family of Emerald Isle Realty established this scholarship in memory of one of their colleagues and as a gift to the Wax Family. This annual scholarship will award either a \$1,500 scholarship for one student or two \$750 scholarships to students enrolled in the Hospitality Program through curriculum or continuing education. Students must maintain a 3.0 GPA, be a graduate of Croatan High School, East Carteret High School, West Carteret High School, or Swansboro High School.

Ms. Barlow introduced her colleagues from Emerald Isle Realty.

RECOGNITIONS

Chair Darden presented the distinction of Trustee Emeritus to former trustee, Mr. Mike Curtis. She gave a brief overview of Trustee Emeritus to the Board. Chair Darden said a few words about Mr. Curtis and his time on the Board. She thanked him for his selfless and valuable service to Carteret Community College and then presented to him a gift from the Board. Mr. Curtis was recognized to speak and he said that it was a challenging time with Hurricane Florence, COVID, and Dr. Hauser leaving. He was glad to help hire Dr. Mancini as president and feels she is doing a great job for the College along with Board Chair Darden.

APPROVAL OF AGENDA

Chair Darden presented the March 8, 2023, agenda for approval.

Trustee Rosa Langston made a motion to approve the agenda for March 8, 2023. Trustee Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF MINUTES

Chair Darden presented the February 8, 2023, minutes for approval by the Board.

Trustee Doug Starcke made a motion to approve the minutes from February 8, 2023 as presented. Trustee Doug Brady seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Darden thanked Dr. Mancini and Mrs. Sullivan for an informative Board Retreat. Chair Darden said she was especially appreciative of the data-driven handouts, clear communication priorities, and the helpful review of the Facilities Master Plan. She also appreciated Trustee Meshaw’s help with the

Budget. Chair Darden felt like the Board was able to accomplish what they needed and talk about priorities and ask questions.

Chair Darden was honored to attend the Chamber of Commerce lunch where Dr. Mancini received the Marlene Anderson Citizen of the Year Award from the Carteret County Chamber of Commerce. She thanked Trustees Jenkins, Langston, Hooper, Henderson, Parker, Brady, and former Trustee Carolyn Brady for attending the lunch.

Chair Darden thanked Trustee Doug Brady for representing the Trustees at the February Escoffier Dinner. She commented that the March Escoffier Dinner is sold out but tickets remain for the April Escoffier.

Chair Darden and Trustee Jenkins attended the 26th Black History Celebration on February 20, 2023, at the Civic Center. The keynote speaker was Mr. Jairo McMican, Associate Director of Equity Initiatives at Achieving the Dream. The program also recognized honor students from area Middle and High Schools, and Carteret Community College. Chair Darden thoroughly enjoyed the Black History Ensemble who performed three songs for the audience.

Chair Darden reported that Trustees Jenkins, Hooper, Langston, and herself attended the Wealth Gap Simulation which took place March 2, 2023, and March 3, 2023, at the Bryant Student Center. It was a simulation game and was a fun and meaningful way to engage in conversations on economic and social inequality.

Chair Darden informed the Board that registration for the NCACCT Law/Legislative Seminar will end on March 14, 2023. The seminar is in Raleigh on March 29-31, 2023.

Chair Darden thanked Trustee Meshaw for representing the Board at Dr. Mancini's Budget presentation to the County Commissioners on March 6, 2023.

PRESENTATIONS

A. Ms. Shana Olmstead, Chair, Hospitality/Culinary/Baking & Pastry Arts, was recognized to present Corporate and Community Education opportunities within the Hospitality and Culinary Arts program. The College has relationships with businesses in Carteret County to offer classes that help with hiring, training their staff, teambuilding, and continuing education. Corporate and Community Education has created unique opportunities for these businesses. For example, the College will conduct customized training for 150 Emerald Isle Realty seasonal housekeepers over the next month in the Oliver Family Hospitality Lab to prepare for this year's tourist season. Ms. Olmstead reported there are new additions they are considering adding to their continuing education program such as Catering Cooking, Wedding Planning, Restaurant and Hotel Management, and Global Cuisine.

NEW BUSINESS

Chair Darden recognized Dr. Maggie Brown to present two policies for first read. Dr. Brown explained the first policy, Secondary Employment Policy. She advised the Board that this was to ensure there is no conflict between the secondary employment and primary employment at the College. There was some discussion between the Board and Dr. Brown.

Dr. Brown explained the Faculty Workload Policy. The College is trying to be consistent with policies by putting the intent and purpose of the policy in the policy statement and moving all the procedural items down to the procedures. The intent of this policy is to recognize that faculty play an integral role at the

College and that the Board gives the President and other administrators the ability to carry out scheduling related to faculty workloads. There was some discussion between the Board and Dr. Brown.

These two policies will have a second reading at the April 12, 2023, Board meeting and will be voted on by the Board.

COMMITTEE REPORTS

A. Curriculum/Student Support Committee

Trustee Rosa Langston explained to the Board about the new program approval for the Early Childcare Workforce Certificate. This certificate would better prepare students to enter the workforce with licensed childcare agencies and contains the appropriate number of hours for both licensure and lead teacher certification. The NC Community College System Office created this certificate so that it would meet the requirements for PELL funding. Currently the Early Childcare certificate is not eligible for PELL aid. There was some discussion between the Board and Trustee Langston.

Trustee Langston made a motion from the Curriculum and Student Support Committee to approve offering the Early Childcare Workforce Certificate. Without further discussion, the motion passed unanimously by voice vote.

Trustee Langston updated the Board on a request to the NC Community College System Office to review the tier funding for Aquaculture. The College has provided documentation which would put these courses into the same tier as lab sciences. Currently the courses are classified in Tier 2 with languages, business, and other courses that do not rely on lab-based equipment.

Trustee Langston reported the College has received approval from the American Bar Association to offer our first Career and College Pathway toward the Paralegal program. This certificate would be called Legal Studies. The Human Services AAS is capitalizing on its 2 + 2 agreement with UNCW's BS in Social Work by adding a Social Work concentration.

B. Finance

Trustee Dee Meshaw reported the Finance Committee met March 7, 2023, to review the summary of the operating budget. She gave a brief overview of the 2023-2024 County Budget Request. The amount for the current year is \$2.846 million with a 12% increase next year of \$345,000 which is \$3.191 million. One of the driving forces is overall inflation. The requested increase includes a three and a half percent salary increase for county-paid employees to match an anticipated increase from the Legislature. Additional increases have been realized in the cost of services, utilities, and insurance premiums.

For this year and the past two years, the funding has been one million dollars for the County Capital Budget Request. Trustee Meshaw said Dr. Mancini will go over what the College would like to accomplish this year. Trustee Meshaw said that the College would like to ask the County to establish a Capital Reserve Fund of \$200,000 to help with future capital needs as the needs arise. Dr. Mancini advised the Board the FY 2023-2024 request will allow the College to complete the following projects and purchases in the coming year:

- Health Simulation Center in Wayne West Building
- Continued work on McGee Improvements to create One-Door for Student Services
- Phase II Firing Range Improvements
- HVAC Upgrades
- Storm Protection
- Safety Upgrades- Door Access, Alert System Speakers and Walk Replacement

- Equipment- Pick-up Truck, Utility Cart, and Custodial Equipment

Trustee Meshaw made a motion from the Finance Committee to approve the 2023-2023 County Budget Request. Without further discussion, the motion passed unanimously by voice vote.

C. Personnel, Policies, and Bylaws Committee

Trustee Jenkins reported the Personnel, Policies, and Bylaws Committee had met March 1, 2023. They reviewed and edited the President Evaluation Survey. Trustee Jenkins advised the Board that Mrs. Sullivan will be sending the President Evaluation Survey March 8, 2023, and the Board has three weeks to complete it. There was some discussion between the Board and Trustee Jenkins.

OTHER REPORTS

A. Foundation Liaison

Trustee Jenkins said there had not been a Foundation meeting since the last Board of Trustees meeting in February but there have been many events. She reported that the Escoffier Dinner in March is sold out but there are openings for the April dinner. The Culinary lunches will begin on March 21, 2023, and reservations are online. On February 17, the Black History Committee and the Foundation sponsored the ZuZu African Acrobats. This event sold out and everyone enjoyed it. Trustee Jenkins reported there is an upcoming Blood Drive on March 29, 2023, from 9:00am until 2:00pm at the Hospitality and Culinary Arts Center. Celebration on the Sound is scheduled for May 13, 2023, and will feature four country artists. There are volunteer opportunities for this event and it is a fun event to participate in. Trustee Jenkins reported the Savour the Summer Soirees will be June 5, 2023, and August 7, 2023. At each soiree, a local restaurant will pair with a local brewery, distillery, or distributor for the evening and registration is online. Trustee Jenkins reported that BOT donations and pledges were at 100%.

B. President's and Executive Leadership Council Reports

Dr. Mancini congratulated Mr. Mike Curtis on being named Trustee Emeritus. Mr. Curtis has contributed so much to the College and she appreciated his leadership and vision. Dr. Mancini thanked Ms. Shana Olmstead for her presentation and how she has blurred the line between Curriculum and Corporate and Community Education as the College does more short-term Workforce training.

Dr. Mancini said that February 28, 2023, was a good day. She received two different letters from students. The first student is Mr. Orlando Hernandez, who served as Student Government Association President. After Mr. Hernandez graduated from Carteret CC, he went on to UNC-Chapel Hill through the C-STEP, Carolina Student Transfer Excellence Program. He wrote Dr. Mancini a letter saying he had been accepted into the Gillings School of Public Health and will be able to pursue his career goals there. The second letter was from a current student that Dr. Mancini teaches in World Religions. This young lady was excited to find out that Dr. Mancini was the President and wrote her mostly about her other faculty members, specifically Ms. Kathy Foster and the Human Services Program. The student really appreciated all the opportunities at the College as she is finding her way back to school.

Dr. Mancini updated the Board on Carteret CC's nominee for the Governor Robert Scott Student Leadership Award which is Mr. Tony Pile, the Student Government Association President. The College heard from the NC Community College System Office that Mr. Pile is one of five finalists for the statewide Governor Scott Award. Dr. Mancini thanked Mr. Pile for representing Carteret CC so well.

Dr. Mancini asked Mr. Pile to share with the Board that he is running for President of the NC4SGA to represent the College on the statewide level. This is a Student Government Association that oversees

the entire Community College System for the state. He explained if you become President of NC4SGA Board you sit on the State Board of Community Colleges and represent students across the state.

Dr. Mancini shared with the Board that when she wrote her report for the meeting, it was National Employee Appreciation Day. She said that Carteret Community College employees continue to shine, and she wants to express deep appreciation for their dedication, creativity, and teamwork.

Dr. Mancini commended two members of the leadership team for their statewide involvement. VP Perry Harker has been re-appointed by the NC Community College System to serve as one of three Continuing Education vice presidents representing the Eastern Region on the statewide Workforce Development Leadership Committee. VP Dr. Maggie Brown has been appointed by the NC Community College System to serve on the Transfer Advisory Committee (TAC), a committee that interprets and reinforces the Comprehensive Articulation Agreement and ensures seamless transfer of community college general education course credits.

Dr. Mancini commended the Basic Skills Program, also known as College and Career Readiness. Under the leadership of Ms. Diane Matlock, student enrollment and success has risen the past three years. Students in this program complete high school diplomas and equivalency certificates that enable them to pursue additional education and secure better jobs.

Dr. Mancini welcomed the statewide Small Business Center Network conference to the College March 8-March 10, 2023. The College hosted the conference at the Hospitality and Culinary Arts Center.

C. SEC Report

Ms. Bianca Abell, Chair of the Staff Executive Committee (SEC), reported to the Board on the events of SEC. The SEC is made up of Administrative staff, Custodial staff, and Maintenance staff. The SEC meets monthly and each month there is a teambuilding exercise to help the staff get to know one another better and work together. Ms. Abell reported that a sub-committee is working on updating the Staff Bylaws. Nominations for the Staff Person of the Year have been submitted for voting and the winner will be announced at the end of March.

BOARD COMMENTS

Trustee Henderson commented that Ms. Shana Olmstead gave a great presentation. He shared that he did not envision Hospitality and Culinary Arts Center would be what it is now when the College broke ground. The program has grown and it really showcases the Faculty, Staff, and our Foundation. Trustee Henderson said Trustee Meshaw represented the College well at the County Commissioners Budget Request.

Trustee Meshaw thanked the Staff for all their hard work and congratulated Dr. Brown on being appointed to the Transfer Advisory Committee. She reported that the County Commissioners had their retreat at HCAC on March 6, 2023, and it was a success. The commissioners were able to see all the benefits of HCAC. Trustee Meshaw thanked Emerald Isle Realty for their support and annual scholarship award.

Trustee Doug Starcke said he was glad to be back in person and not on Zoom. He appreciated the presentation from Ms. Olmstead and liked how this program interacts with the community to provide training. He feels this will continue to grow with partnerships with the community.

Trustee Langston was overwhelmed with Ms. Olmstead's presentation. She was so impressed with the teamwork between Continuing Education and Curriculum. She was also impressed with the accreditations for the College.

Trustee Catherine Parker felt it was a great meeting demonstrating the “One Community” theme because of the teamwork between the staff and community. The HCAC brings a lot to the community and builds relationships between the College and the community.

SGA President Anthony Pile said he enjoyed Ms. Olmstead’s presentation.

Trustee Long commented on the strong leadership with Dr. Mancini and the faculty. He was impressed about the students and when talking about the students, you could hear the passion about what they have accomplished.

Trustee Hooper appreciated Ms. Olmstead’s presentation and the story regarding the building of the Hospitality and Culinary Arts Center. She also appreciates receiving information so that it equips her when out in the community. Trustee Hooper appreciated the emphasis on the students that Dr. Mancini shared.

Trustee Jenkins said it was a great meeting and it is amazing how much is going on. She is impressed with all the honors that staff and students are receiving; the Simulation Wealth Gap coming to Carteret CC; Mr. Pile being one of the five finalists for the Governor Robert Scott Student Leadership Award and running for N 4 C SGA President.

Trustee Brady said it was wonderful to be a part of this and he was excited for Mr. Pile’s opportunities.

Chair Darden said she was impressed with Mr. Pile and hopes good things for him. She congratulated Mr. Harker and Dr. Brown on their appointments.

CLOSED SESSION

A motion was made to go into Closed Session at 10:39 a.m. pursuant to N.C. GS 143-318.11 (a)(1) and (a)(2) by Trustee Jenkins and seconded by Trustee Langston. The motion passed unanimously by voice vote.

Those asked to stay were Dr. Mancini and Mrs. Sullivan.

A motion was made to come out of Closed Session at 10:57 a.m. by Trustee Brady and seconded by Trustee Henderson. The motion passed unanimously by voice vote.

ADJOURNMENT

Chair Darden asked for a motion to adjourn.

Trustee Henderson made a motion to adjourn at 10:57 a.m. Trustee Starcke seconded the motion. Without further discussion, the motion passed unanimously by voice vote.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board of Trustees

Melodie Darden, Chair of the Board of Trustees

Date

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

Date

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CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

FINANCE COMMITTEE

MINUTES OF MEETING

MARCH 7, 2023

CALL TO ORDER

Following proper public notification, Trustee Dee Meshaw, Finance Committee Chair, called the meeting to order at 3:01 p.m. on Tuesday, March 7, 2023, in the Henry J. McGee Boardroom, Carteret Community College, Morehead City, North Carolina.

Finance Committee Members Present:

Mrs. Dee Meshaw, Chair

Mrs. Melodie Darden, Ex-Officio

Mr. Doug Brady

Mr. Bill Henderson

Dr. Wrenn Johnson (Zoom)

Mrs. Catherine Parker (Zoom)

Mr. Doug Starcke (Zoom)

Administration/Others Present:

Dr. Tracy Mancini, President

Mr. Matt Banko, Vice President, Finance & Administrative Services

Mrs. Laura Sullivan, Executive Assistant to the President/Assistant Secretary to the Board

2023 COUNTY BUDGET REVIEW

Chair Meshaw recognized Mr. Matt Banko to present the Budget Request (see attachment A). Mr. Banko presented the County Budget Operating Request to the Board. There was some discussion between the committee and Mr. Banko. Mr. Banko and Dr. Mancini presented the County Capital Budget Request. This included anticipated projects and purchases in the coming year for the College. There was a brief discussion between the committee, Mr. Banko, and Dr. Mancini.

Trustee Doug Brady made a motion to present the 2023 County Budget Request to the full Board at the March 8, 2023, Board Meeting. The Motion was seconded by Trustee Bill Henderson. Without further discussion, the motion passed unanimously by voice vote.

OTHER ITEMS AS DEEMED APPROPRIATE

Chair Meshaw recognized Mr. Matt Banko. Mr. Banko informed the committee the Auditors had finished their work at the College. He said they would present their audit report to the Trustees at the April Board meeting.

ADJOURNMENT

There being no further discussion, Trustee Darden made a motion to adjourn at 3:29 p.m. The motion was seconded by Trustee Henderson. The motion passed unanimously.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board of Trustees
March 16, 2023

Dee Meshaw, Chair of Finance Committee

Date

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

Date

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TO: Carteret Community College Board of Trustees

FROM: Dr. Tracy Mancini, President

DATE: April 6, 2023

SUBJECT: Board of Trustees April 12, 2023, Meeting

April is national **Community Colleges Month**, and the word of the month is “**workforce.**” With more than 500,000 students enrolled across the state, the NC Community College System contributes \$19.3 billion to the state’s economy each year and generates nearly double the revenue taxpayers contribute, according to a recent Emsi/burning glass labor market study. Community college students in North Carolina reap an average rate of return on their college investment of 22.3% in earnings.

Enrollment in workforce and continuing education courses that help individuals get credentials and jobs in high-demand industries increased 19% from Fall 2020 to Fall 2022 systemwide. NC Community Colleges that experienced enrollment increases of more than five percent in fall 2022 received an allocation from the System’s **Enrollment Growth Reserve** funds this month. The System compared FTE from Fall 2022 to Fall 2021 for curriculum, workforce and continuing education, and basic skills courses. Carteret CC’s workforce/continuing education enrollment grew by 8.8% and basic skills grew by 25.5%, resulting in an additional \$24,000 state allotment that will recur in the next budget cycle. A total of \$5,134,063 was disbursed to 48 of the 58 community colleges.

A delegation from Carteret CC traveled to Raleigh on March 29 for **NC Community Colleges Day** at the General Assembly. Our group joined students, employees, and trustees from the Great 58 to share success stories about students and community partnerships. Trustees Rosa Langston and Robin Comer attended with VP Perry Harker, Rick McCormac, and me. We were joined by student CJ Bowles, TimCo Roofing’s Jim Henderson, and Carteret County Home Builders Association director Jennifer Lewis for visits with **Rep. Celeste Cairns** and **Sen. Norm Sanderson** to discuss the ways Carteret CC works with employers to meet workforce needs and describe plans for expanding workforce development programs. Laura Sullivan was an invaluable guide and then helped staff the NC Association of CC Trustees’ annual **Law-Legislative Seminar**, which was attended by Chair Darden and Trustees Comer, Hooper, Jenkins, and Langston.

Our own **Tony Pile**, Student Government Association president and student Trustee, was elected president of the North Carolina Comprehensive Community College Student Government Association (N4CSGA) for 2023-2024! Tony will represent all of the state’s community college students on the State Board of Community Colleges next year, sitting at their board table for monthly meetings. We are extremely proud of Tony for running for statewide office and know he will be a great ambassador for Carteret CC in Raleigh.

As of April 5, **Instant Enrollment**, an improved registration system for continuing education courses at Carteret CC, is up and running. We hope this system will streamline the registration process and encourage increased enrollment and participation in the wide array of classes we offer. Many thanks to Chris Malone, John Green, Logan Okun, and the whole CCED team for all their work on this.

Congratulations to students who participated in the state **SkillsUSA** competitions for mobile electronics installation, culinary arts, baking and pastry arts, and hospitality at Carteret CC on April 1. Carteret CC students took first place in mobile electronics and culinary arts, second in culinary and baking and pastry, and third in service. The rest of the state competitions will take place at the end of April. First-place winners will compete in Nationals in Atlanta this summer. Great job, students, faculty, and advisors!

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TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 4/5/2023
SUBJECT: Corporate and Community Education April Board Report

Basic Skills Graduation is scheduled for Wednesday, May 10, at 4 pm in the Crystal Coast Civic Center. We will celebrate students who have completed their Adult High School Diploma or High School Equivalency (formerly GED). Please join us for this wonderful event.

The Basic Skills team prepared and submitted the 2023-2024 Continuation Grant application to the NCCCS Office in late March. This planning application is required to assist the state in determining funding for 2023 – 2024 program year.

We continue on-site customized training at Parker Offshore. Employees are engaged in learning and applying lean production process skills. They are currently enrollment in Lean Six Sigma Yellow Belt training and will start OSHA 10 certification later in the month.

Leadership training is ongoing at Veneer Technologies; we are training several production supervisors and key line production personnel.

We completed Firearms Training Systems (FATS) virtual shoot/don't shoot decision-making training for forty-seven local law enforcement officers. This is a popular course with law enforcement, which we schedule a couple times per year.

We partnered with the NC Conference of District Attorneys and hosted a Driving While Impaired training for local law enforcement. This allowed law enforcement officers and Prosecutors to train in the same environment. We are exploring and will host several other courses with the NC Conference of District Attorneys.

We partnered with the Rape Crisis Center of Carteret County to offer training on April 4th for local law enrollment and will be a vendor at a community fair later this month, as April is Awareness Month.

We have scheduled a National Association of Emergency Medical Technician (NAEMT) course for personnel on-site at Cherry Point. We were the closes community college authorized to provide this training and was asked by Cherry Point to provide the training at their emergency department. We have an Instructional Service Agreement (ISA) with Craven CC to allow the training in their service area. The Medical Director of Cherry Point and Craven County is requiring this training.

Working with the Carteret County Writers' Association, partnering to offer creative writing classes in a workshop style taught by local writers. Classes will begin in May.

Conducted a Captain's certification class onsite at USCG Fort Macon with fourteen enlisted service members.

Brandy Bell, Small Business Center Director, facilitated Youth Entrepreneurship activities for the 4-H Youth Leadership Group.

We hosted the North Carolina Community College System Small Business Center Network Spring 2023 Professional Development Conference in March. There were sixty-six attendees representing all 58 community colleges and System Office staff. This effort was led by Brandy Bell and Victoria Washington staff in Carteret's Small Business Center.

The WIOA program has enrolled 38 new participants so far this program year and is currently serving 56 individuals with carry-over participants.

The Eastern Carolina Workforce Development Board approved our Workforce Innovation and Opportunity Act grant in the amount of \$510,000 for the program year 2023 – 2024. We will continue to serve Youth, Adults and Dislocated worker who have multiple barriers to employment.

Last month, the WIOA Director attended the Carolina Across 100 Forum, collaborating with a multi-county and multi-dimensional team with the goal to engage 2,000 Youth in the Eastern Carolina region by 2025, preparing them for educational and training opportunities.

We are continuing our training partnership with Huntington Ingalls, a federal contractor at Atlantic Airfield. We provided CDL training for several of their employees and have another training scheduled in May.

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TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 04/03/23
SUBJECT: Board of Trustee 04/03/23 Meeting

By the time of this meeting, our students and faculty will be enjoying their Spring Break! This is the first time in quite a while that the College Spring Break has coincided with the CCPS Easter break. We will be reviewing how well this worked for our dually enrolled students as well as our students who are parents of public school children while also looking at how the late break worked for college classes. It's almost the end of the semester! Final instruction, review, and exams will take place the first two weeks of May, with the last day of curriculum classes on May 9th.

- The statewide Culinary, Baking and Pastry, Restaurant Service, and Mobile Electronics Installation SkillsUSA competitions were held on our campus March 31st. We were honored to host students from all over the state. The first place winners of those competitions will go on to compete at Nationals in Atlanta this summer. So far, we have first place winners in Culinary and Mobile Electronics! We also placed second in Baking & Pastry and Culinary. We are taking 22 additional students to compete in other state-wide competitions which will be held April 19th in Greensboro.
- Summer and Fall registrations are rolling! At the time of this report, we are slightly up in summer registrations compared to the same time period last year. We are nearly even in Fall registrations compared to this same time period last year. Student Services is currently running enrollment campaigns through email and text.
- The 23-24 Carteret Community College Scholarship application will be opening this week. All students are encouraged to apply for FAFSA as this will also help match students to state and local grants and scholarships.
- Efforts to recruit and support dual enrolled high school students, CCP, have been extremely successful! This semester, we have 336 CCPS CCP students. Last spring, we had 267. In Spring 22, we had 7 pathway completers, including FST, from CCPS. This spring, we are currently on track to have 16 pathway completers, including FST. This number may still grow as we look at our CCP students who will complete in Summer '23.
- Outside of our CCPS CCP students, we also have great enrollment by homeschool and private school students. Our Admissions team has been very active with these groups. In March, we had about 20 attendees at our homeschool info session. We also hosted a group of students from Gramercy.
- Be sure to mark your calendars for the NCScifest Science festival on our campus. The event will be April 18th from 5-7pm for kids and their parents to come explore hands on science activities. We have 100 children signed up to attend this event!
- Our own Camella Marcom, Chair of Associate Degree Nursing, has been invited to represent our ADN program on the NC Institute of Medicine's Task Force work group. The work group will address issues and possible solutions related to responding to the shortage and strain in the nursing workforce, transformative change in achieving health equity, and optimizing the nursing workforce in the face of our changing healthcare landscape.
- Our SGA President, Tony Pile, has been nominated to be the North Carolina Comprehensive Community College Student Government Association President.

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TO: Carteret Community College Board of Trustees

FROM: Matt Banko, Vice President of Finance & Administrative Services

DATE: April 3, 2023

SUBJECT: Board of Trustee April 12, 2023 Meeting

Budget and Expenditure Update

- State and County expenditures are at anticipated levels at the 75% mark.
- Total state expenditures totaled \$11.3M or about 73.2% of state allocations as of March 29
- County operating expenditures totaled \$2.1M or 73.5% of the FY-23 allocation
- County capital projects expenditures along with property acquisition totaled \$653,661
- Received first funding projections from System Office for Fiscal Year 2024. Enrollment-based funding appears level with current year (prior to any payroll increases and other new allocations).
- The tables below summarize actual to budget amounts for State, County and Institutional Funds by purpose through March 29, 2023:

		State		
		Annual Budget	Actual	% of Budget
1XX	Institutional Support	\$ 3,474,845	\$ 2,466,603	71.0%
2XX	Curriculum Instruction	6,998,746	5,339,489	76.3%
3XX	Continuing Education	1,925,112	1,367,326	71.0%
4XX	Academic Support	1,123,340	835,702	74.4%
5XX	Student Support	1,397,581	945,260	67.6%
9XX	Equipment/Capital	517,287	338,961	65.5%
Totals:		\$ 15,436,911	\$ 11,293,341	73.2%

		County		
		Annual Budget	Actual	% of Budget
1XX	Institutional Support	\$ 404,521	\$ 292,165	72.2%
6XX	Plant Operations & Maintenance	\$ 2,441,479	1,795,477	73.5%
9XX	Capital Outlay	\$ 1,000,000	653,661	65.4%
Totals:		\$ 3,846,000	\$ 2,741,303	71.3%

		Institutional		
		Annual Budget	Actual	% of Budget
1XX	Institutional Support	\$ 1,062,000	\$ 687,207	64.7%
2XX	Curriculum	573,000	437,570	76.4%
3XX	Continuing Education	220,000	208,272	94.7%
4XX	Academic Support	205,000	112,560	54.9%
5XX	Student Support	623,000	536,652	86.1%
7XX	Proprietary/Other	270,000	247,719	91.7%
8XX	Student Aid	3,410,000	3,062,779	89.8%
9XX	Capital Outlay	1,650,000	505,232	30.6%
Totals:		\$ 7,943,000	\$ 5,797,991	73.0%

Campus Information Technology


- Technical facets of *Destiny One* project 95% complete.
- Pursuing *Instant Enrollment* for Workforce Development registration until Destiny One is deployed
- Technical facets of *Advansys* (Basic Skills registration system) complete
- Required cybersecurity training to be deployed to all employees by the end of May (CIS control 14)
- Pursuing cybersecurity grant to fund card access to network closets and IT area (CIS control 3)

Emergency Preparedness and Security

- Emergency Operating Plan placed on College website
- Implemented door access system at Hospitality and Culinary Arts Center
- Preparing PINK Day training for May and August for faculty and staff

COVID-19/HEERF Funding

- Table below is an update on HEERF funding, expenditures and remaining balance as of 3/31/23:

 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	June 30, 2023	June 30, 2023	June 30, 2023	June 30, 2023
Total Award	\$2,455,407	\$3,134,876	\$242,415	\$484,461
Total Funds Spent or Encumbered (as of March 31, 2023)	\$2,455,407	\$3,103,050	\$242,415	\$384,054
Remaining Funds	\$0	\$31,826	\$0	\$100,407

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: April 3, 2023
SUBJECT: Board of Trustee April 12, 2023 Meeting

Event fundraising and Donation & Resale Program revenue to-date for this fiscal year is: \$342,146; 58% of total year budget goal. Endowment funds added this year to-date: \$631,574. Annual Scholarship funds added this year to-date: \$43,074; Program Funds added this year: \$301,622.

Board Annual Fund Participation Request Update

Board of Trustees – 100%

Foundation Board of Directors – 100%

Employee Giving Participation - 72%

Community Relationship and Current Activities:

Submitted the application to the Central and Eastern NC Food Bank as part of the participation eligibility for being a recipient partner of the Food Bank. The approval process could take 120, the onsite visit is scheduled for April 6th. The on-site visit is the first step since the application was submitted.

The college hosted a representative from the ABC Commission, in-person RASP (Responsible Alcohol Seller Program) Training was offered two different times in Joslyn Hall. This was open to college and community.

Foundation staff are planning for both the Scholarship Luncheon (over 136 attendees) and taking RSVP's for the Retiree Luncheon on April 27th.

Continue campus tours with the President and new friends and current donors. Culinary lunches we have been focused on inviting donors to have lunch with the President.

The follow tickets sales or registration launched on-time:

- Savour the Summer Soiree tickets sales
- 16th Annual Spanish Mackerel & Dolphin Fishing Tournament

UPCOMING EVENTS

Celebration on the Sound

May 13 — This year's Celebration on the Sound will feature one day of country music in a festival type event. National country music artists Chayce Beckham and Conner Smith will headline the event, while local artists Bryan Mayer and Jake Sutton will also perform. Celebration on the Sound, presented by WRNS, Beaufort Hotel, and Crystal Coast TDA, tickets launched on February 15th as planned. Limited VIP tickets are available, expect to sell out by April - \$125 includes food, two drink tickets, bathrooms inside the Hospitality & Culinary Arts Center. General Admission tickets - \$25; rain or shine event.

Savour the Summer Soiree

[Tickets are sale for the summer soiree's and are \\$125 each. The dates and pairings are as follows:](#)

[Monday, June 5 – Amos Mosquito's with Bogue Sound Distillery](#)

[Monday, August 7 – SoundSide Restaurant/Island Grille with Tryon Distributing \(wine\)](#)

16th Annual Spanish Mackerel & Dolphin Fishing Tournament

Registrations are underway for the annual fishing tournament. This year's tournament is a week-long format from July 8-15 and features a higher payout. More information can be found at www.carteret.edu/smt

GRANTS

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

Grantor	Purpose	Amount			
		Requested	Pending	Awarded	Not Awarded
Golden LEAF CBDI Initiative Initial Proposal	Fund Health Sciences Staffing Needs and Equipment	\$942,173		\$750,000	
Longleaf Student Outreach & Advising Project	Retention Success Coach	\$59,830		\$59,830	
NC Sea Grant	Living Shoreline Academy	\$141,268		\$141,268	
NSF Engines Proposal	Aquaculture workforce development	\$115,280	\$115,280		
NC Community College System	Career Coach	\$87,937		\$87,937	
Dudley T. Dougherty Foundation	Lecture Series	\$5,350			\$5,350
Max and Victoria Dreyfus Foundation	Lecture Series	\$5,350			\$5,350
Brooks and Joan Fortune Family Foundation	Lecture Series	\$5,350			\$5,350
NC Community College System High-Cost Workforce Program Start-Up Funds	Surgical Technology Program	\$500,000			\$500,000
TDA Grant	Celebration on the Sound	\$15,000		\$15,000	
Truck Driver Shortage Grant Program	CDL scholarships, truck, salary	\$400,000			\$400,000
Young Fisherman's Grant with NC Sea Grant	Commercial Fishing Academy	\$130,695	\$130,695		
AFFA Small Grant	Gay Prom	\$2,384		\$2,384	

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TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: April 2, 2023
SUBJECT: Board of Trustee March 2023 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Certified Nursing Assistant Chair	New to replace current p/t	Reposted 3/1
Maintenance Tech I & II (3)	Thompson/Godette	David Stone DOH 3/28; Ed Strong DOH 4/10
Nursing Instructor	Lori-Ann Sarmiento (6/1/23)	Melanie Boudreau DOH 5/1
Accounts Payable Technician	Laveria Murrell	Donna Scriven DOH 4/10
Custodian	Allen Smith	John Petrelli DOH 3/27
Baking & Pastry Instructor	Jennifer Summers	Posting closes 3/30
Coordinator, Youth Camps & Community Events	New (grant funded)	Intv 3/22 & 24; hire pending references & 2 nd Intv
Cashier	Teresa Terrell	Sharon Brake DOH 4/10
Director, Business & Industry	Jerome Shepard	2 nd posting 3/27; closes 4/17
Director, Counseling, Disability Services & Retention	Allison Daniel	Posted 3/10; closes 4/10

*Excludes Adjunct part-time, temporary job postings

Historical Data:

Fiscal Year	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017
New Permanent Hires	15	28	26	17	27	5	12
Internal Transfer/Promo	5	6	7	7	1	6	3
Total Hires	20	34	33	24	28	11	15
Retirement	3	11	9	4	2	4	4
Resignation	7	13	9	12	14	5	11
Involuntary resignation	1	3	6	2	3	1	3
Total Terms	11	27	24	18	19	10	18

Employee Headcount and Turnover

February Headcount		February Turnover	FY23 Turnover	Turnover Rate
F/T Perm Faculty	65	0.60%	6.59%	FY22: 16.36%
F/T Perm Staff	99			FY21: 13.35%
P/T Perm Faculty	2			FY20: 8.48%
P/T Perm Staff	1			FY19: 10.66%
Total Perm	167			FY18: 6.49%
Total Payroll	326			

Recent Employee Departures

Position	Name	Date
Director, Business & Industry Services	Jerome Shepard	3/6/23

TO: Carteret Community College Board of Trustees

FROM: Kristian Jenkins

DATE: 4/3/2023

SUBJECT: Board of Trustee ___4/12/2023___ Meeting

1. The SGA Hosted a successful Spring Fling on March 22 in the Civic Center. This event is free for all students, staff and faculty. We had Two Crazy Donuts and The Charburger as well as a buffet style set up from Fat Fellas BBQ and pizza and subs. We served over 200 people between 11:30 and 1:30.
2. I took 4 SGA Executive Board members to the N4CSGA Spring Conference this past weekend, March 31st, April 1st and April 2nd. The SGA Board and myself learned a lot during this conference and I am excited to start implementing some changes to the way the SGA executes our Senate Meetings to follow Roberts Rules more closely.
3. SGA President, Anthony Pile ran in the 2023-2024 N4CSGA Executive Board Elections, and it is my honor to announce that he will be representing Carteret Community College as the new N4CSGA President. I am so proud of the student leader that Tony is, and I know that he will excel in this position.

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TO: Carteret Community College Board of Trustees
FROM: Christine Turner, FEC Chair
DATE: March 28, 2023
SUBJECT: Board of Trustee April 12, 2023 Meeting

Esteemed Members of the Board,

- FEC have put forward nominations for commencement keynote speakers.
- FEC members collaborated on a proposed AI statement to be added in the college's academic integrity policy. Dr. Brown approved addition of the statement.
- Faculty have been submitting student award nominees.
- We are working tirelessly to prepare students for graduation, college transfer, and workforce entry.

Thank you all for everything you do for our students, institution, and community.

Best Regards,

Christine Turner, M.Ed., NRP

FEC Chair

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TO: Carteret Community College Board of Trustees
FROM: Bianca Abell, SEC – Staff Executive Committee Chair
DATE: April 12, 2023
SUBJECT: Board of Trustee Meeting

The Staff Executive Committee met on March 17, 2023 in Joslyn Hall at 11:00 PM. Five members of the committee were in attendance.

Staff Person of the Year was announced by email to all members of staff and faculty on March 31, 2023. The 2023 Staff Person of Year recipient is Kyle McMilleon.

The next meeting of SEC will be on April 21, 2023 at 11:00 AM in Joslyn Hall.

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TO: Carteret Community College Board of Trustees
FROM: Anthony Pile – SGA President
DATE: 04/03/2023
SUBJECT: Board of Trustee 04/12/2023 Meeting

1. The SGA held its Spring Fling and according to our feedback it was a huge success.
2. The SGA helped form a new club called Students Helping Students which consists of students supporting each other through workshops and tutoring.
3. The SGA attended the Spring 2023 N4CSGA Conference where Anthony Pile was voted in as the new president of the N4CSGA Executive Board.