



3505 Arendell Street, Morehead City, NC 28557 ♦ (252) 222-6000 ♦ www.carteret.edu

TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President
SUBJECT: Board Meeting – **Tuesday, August 10, 2021 at 5:00 p.m., Crystal Coast Civic Center**

AGENDA

- | | |
|--|---|
| I. CALL TO ORDER | Chair Melodie Darden |
| A. Ethics Statement | |
| II. OATH OF OFFICE | Mr. Ken Raper
Carteret County Clerk of Court |
| A. Mrs. Melodie Darden (Reappointment, Governor) | |
| B. Mrs. Catherine Parker (Reappointment, Board of Education) | |
| C. Mrs. Wrenn Johnson (New Appointment, Board of Commissioners) | |
| D. Mr. Doug Starcke (New Appointment, Board of Commissioners) | |
| III. FOUNDATION CHECK PRESENTATION | Chair Melodie Darden
Ms. Brenda Reash |
| A. Beaufort Ole Town Rotary | |
| IV. * APPROVAL OF AGENDA | Chair Melodie Darden |
| V. * APPROVAL OF MINUTES (Attachment 1 ; June 8, 2021) | Chair Melodie Darden |
| VI. CHAIR REPORT | Chair Melodie Darden |
| VII. NEW BUSINESS | Chair Melodie Darden |
| A. 2021-2022 Committee Assignments | |
| * B. 2021-2022 Nominations Committee Slate of Officers Election | |
| VIII. NEW EMPLOYEES | Chair Melodie Darden
Dr. Tracy Mancini
Dr. Maggie Brown
Mr. Steve Sparks
Ms. Brenda Reash |
| A. Matt Banko | |
| B. Adam Parchman, Steve Martin, Todd Gardner | |
| C. Anna Wilson and William Godette | |
| D. Scott Lane | |
| IX. COMMITTEE REPORTS | Chair Melodie Darden
Trustee Bill Henderson
Trustee Catherine Parker
Trustee Dr. Matt Zettl |
| * A. Joint Buildings and Grounds and Finance | |
| 1. Marquee | |
| B. Ad Hoc | |
| 1. Poll Trustees (iPad Count) | |
| 2. Trustee Orientation | |
| X. OTHER REPORTS | Chair Melodie Darden
Trustee Dr. Matt Zettl
Dr. Tracy Mancini
Ms. Autumn Gillikin |
| A. Foundation Liaison Report | |
| B. President's and Executive Leadership Council Reports
(Attachments 2, 3, 4, 5, 6) | |
| C. Student Government Association (Attachment 7) | |
| XI. BOARD COMMENTS | Chair Melodie Darden |
| XII. * ADJOURNMENT | Chair Melodie Darden |

* 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

JUNE 8, 2021

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 June 8, 2021, at the Crystal Coast Civic Center 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. Mary Charles Jenkins (In-Person)
Mr. Robin Comer (In-Person)	Mrs. Dee Meshaw (In-Person)
Mr. Michael Curtis (Zoom)	Mrs. Catherine Parker (In-Person)
Mrs. June Fulcher, Vice Chair (In-Person)	Mr. John Warrington (In-Person)
Mr. Bill Henderson (In-Person)	Dr. Matt Zettl (In-Person)

Trustees Absent

Mrs. Rosa Langston

Student Government Association Present:

Ms. Autumn Gillikin, 2021-2022 Incoming President (In-Person)

Administration Present

Dr. Tracy Mancini	President (In-Person)
Ms. Jo Ann Cannon	Executive Director of the President's Office / Assistant Secretary to the Board (In-Person)
Mrs. Donna Cumbie	Executive Director of Business Operations (In-Person)
Mr. Perry Harker	Vice President of Corporate and Community Education (In-Person)
Ms. Logan Okun	Director of Marketing and Public Information (Zoom)
Ms. Brenda Reash	Executive Director of Foundation (In-Person)
Mr. Steve Sparks	Vice President of Operations and Facilities (In-Person)

Administration Absent

Dr. Maggie Brown Vice President of Instruction and Student Support (In-Person)

College Employees Present

Mr. Richard Abell	Director of Emergency Preparedness and Security (In-Person)
Mrs. Amanda Bryant	Director of Human Resources (In-Person)
Mrs. Kristy Craig	Executive Director of Institutional Research and Effectiveness (In-Person)
Mrs. Susan McIntyre	Chair of Faculty Executive Committee (Zoom)
Mr. Kyle McMilleon	Audio-Visual Specialist
Ms. Melanie Reels	Director of TRiO

Guests Present

Ms. Hillary Gutshall	Kurtis Chevrolet (In-Person)
Ms. CeCe Johnson	MaST Student (In-Person)
Mrs. Latesheca Johnson	MaST Parent (In-Person)
Mr. Corey Johnson	Principle of MaST Early College (In-Person)
Mr. Jason Lilly	Kurtis Chevrolet (In-Person)
Ms. Debbie Taylor	Kurtis Chevrolet (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. Kurtis Chevrolet

Chair Melodie Darden said Kurtis Chevrolet is celebrating forty years of service in Carteret County. She said the business started when Kurtis Dean Wagaman purchased the Chevrolet business in Morehead City on October 28, 1981. The location at that time was on the 1300 block of Arendell Street in downtown Morehead City. Chair Darden added that land was purchased for a new facility in 1986 on Highway 70 near the Brandywine subdivision and construction began in 1988. She said the move from the old building to the new building took place on Memorial Day weekend in 1989.

Chair Darden said Kurtis Chevrolet continues to serve the community through scholarship opportunities with the Automotive Technology program at Carteret Community College. Kurtis Chevrolet has also invested in the College by supporting the *Invest. Ignite. Inspire.* campaign for a naming opportunity.

Chair Darden introduced Ms. Hillary Gutshall, Ms. Debbie Taylor, and Mr. Jason Lilly who presented a donation pledge on behalf of Dean and Allison Wagaman of Kurtis Chevrolet for \$35,000. This donation will be used toward the College's *Invest. Ignite. Inspire.* campaign to support a campus beautification naming opportunity.

APPROVAL OF THE AGENDA

Chair Melodie Darden presented the June 8, 2021, agenda for approval by the Board.

Mrs. June Fulcher made a motion to approve the June 8, 2021, agenda as presented. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF THE MINUTES

Chair Melodie Darden presented the May 11, 2021, Board Meeting minutes for approval by the Board. Mrs. Catherine Parker wished to amend the minutes to state she was present at the May meeting.

Mrs. Dee Meshaw made a motion to approve the May 11, 2021, minutes with the amendment that Mrs. Catherine Parker was present at the May meeting. Dr. Matt Zetl seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Melodie Darden excused Mrs. Rosa Langston from this meeting and Mrs. June Fulcher from the May 11, 2021 Board meeting.

Chair Darden said during the April Board meeting she wanted to meet Ms. CeCe Johnson, a MaST student who has been named the Beaufort Teen Center Youth of the Year, Carteret County Boys & Girls Club Youth of the Year, and runner up for the Boys & Girls Club of the Coastal Plain Youth of the Year. Chair Darden introduced Mr. Corey Johnson, Principal of MaST Early College, who gave a brief overview of Ms. Johnson, her accomplishments, and her worthiness of these awards. Ms. Johnson was not in attendance at this time due to a late-running track meet.

Chair Darden highlighted the following items:

- May is one of the busiest months in education, and as faculty and staff wrapped up this unforgettable year, she hoped they managed to have some fun this past month.
- Trustees Robin Comer, Mary Charles Jenkins, Melodie Darden and their spouses attended the first “Summer Soiree” offered through the College Foundation. She highly recommended Clawson’s Restaurant and Fishtowne Brewery as they donated all the food and drinks for this event. She thanked the faculty and staff who served the dinner and also thanked them for their enthusiastic support.
- Chair Darden recognized Trustee Jenkins for organizing two full cooking classes offered on Monday evenings with Chef Randy Sweat. Trustees can contact Trustee Jenkins or Mr. Perry Harker if they would like to organize a cooking class.
- She thanked the trustees for increased participation in College events, particularly Trustee Fulcher for attending the June 7, 2021, Board of Commissioners meeting in support of the College county budget request.
- Trustees Jenkins, Darden, and Zettl attended the opening ceremony of the Military Business Center, which was held at the Hospitality and Culinary Arts Center. The College partnership with the Military Business Center will be beneficial to both the College and the community. A ribbon cutting ceremony will take place later in June.
- On June 9, 2021, Trustees Curtis and Darden will travel with a College delegation to meet with Representative Pat McElraft and Senator Norman Sanderson to discuss budget priorities and talk about some of the College programs.
- The Strategic Planning Committee is seeking a liaison to the Board of Trustees. If any trustee is interested, they should contact Chair Darden or President Mancini.
- The Spanish Mackerel and Dolphin Fishing Tournament is scheduled for July 9.

OLD BUSINESS

A. 2021-2022 Slate of Officers

Mr. John Warrington, Nominations Committee Chair, presented the 2021-2022 Slate of Officers as follows:

Chair:	Mrs. Melodie Darden
Vice Chair:	Mrs. June Fulcher
Secretary:	Dr. Tracy Mancini
Assistant Secretary:	Ms. Jo Ann Cannon

Chair Warrington opened the floor for nominations. No nominations from the floor were submitted.

Mr. Bill Henderson made a motion to approve the 2021-2022 Slate of Officers as follows: Mrs. Melodie Darden, Chair; Mrs. June Fulcher, Vice Chair; Dr. Tracy Mancini, Secretary; and Ms. Jo Ann Cannon, Assistant Secretary. Dr. Matt Zettl seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Chair Melodie Darden announced the 2021-2022 Slate of Officer nominations has now been concluded.

NEW BUSINESS

A. NC State GeoHome Overview and Request

Dr. Tracy Mancini said Dr. George Elvin, who is an Associate Professor of Architecture at NC State University, is interested in building a GeoHome on the College campus. She, Mr. Dave Eggleston

(Director of NC State's marine laboratory at CMAST), and Dr. Elvin met to discuss the GeoHome plans, budget, and location.

Dr. Mancini explained to the Board that she had spoken with Trustee Bill Henderson, chair of the Buildings and Grounds committee, about presenting the project to the committee. However, they both felt there was not enough time before this Board meeting to do this. So, they agreed to present the project to the full Board at this meeting.

Dr. Mancini introduced Dr. Elvin, who gave an overview of the project and then asked for feedback and questions. The Board members discussed the GeoHome project at length and then decided to table the discussion, do more research, and present the project to the Buildings and Grounds Committee. Once the project has been presented to the committee, and if they approve, it can be presented to the full Board at the August meeting.

Mr. Robin Comer made a motion to table the GeoHome discussion to gather more information and present it to the Building and Grounds Committee. Mr. John Warrington amended the motion to not table the project, but instead to send it to the Building and Grounds Committee for further research. Mrs. Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

B. Discuss Canceling July Meeting

Chair Darden asked the Board if they were opposed to canceling the July meeting. She said the Board traditionally does not have a meeting in July.

Mrs. June Fulcher made a motion to cancel the July 13, 2021, Board meeting. Mr. Robin Comer seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

NEW EMPLOYEES

A. Dawn Enterline and Melanie Reels

Dr. Tracy Mancini introduced Ms. Dawn Enterline, who will start on June 29, 2021, as a new Associate Degree Nursing instructor. Ms. Enterline is a registered nurse and is currently employed as a clinical quality specialist at Carteret Health Care. At Carteret Health Care, she serves as the stroke care coordinator to ensure the hospital maintains joint commission certification for stroke care.

Dr. Mancini also said that Melanie Reels was supposed to be introduced but had to leave this meeting early. She said Ms. Reels was already working for Mr. Perry Harker as the Workforce Innovation Opportunity Act (WIOA) director for Workforce Readiness. Ms. Reels is now the Director of TRiO. Dr. Mancini said Ms. Reels will be introduced at a future meeting.

B. Randy Chandler and Renee Donald

Mr. Perry Harker introduced Mrs. Renee Donald, who has been employed at the College since 2005. Mrs. Donald started as a cashier in the business office and worked in that position for about six months. After serving as the cashier, she moved to Plant Operations and served as the administrative assistant for Mr. Steve Sparks until April 2021. She has now become the executive assistant for Mr. Harker at Corporate and Community Education.

Mr. Randy Chandler was not present at the meeting.

PRESENTATION

A. Human Resources

Chair Darden introduced Mrs. Amanda Bryant, Director of Human Resources. Mrs. Bryant gave a PowerPoint Presentation on the Human Resources department, which included information

concerning the department's contributions to the College such as recruiting, employee relations, training and development, and COVID response.

Trustee Michael Curtis commended Mrs. Bryant for her professionalism and assistance with the Board in the hiring process for Dr. Mancini.

COMMITTEE REPORTS

A. Curriculum and Student Support (Fees, Academic Calendar, Programs)

Dr. Tracy Mancini reported the Curriculum and Student Support Committee met on May 27, 2021, to discuss and approve the following:

1. Associate in General Education (AGE) program

This program is a "holding" degree for students who want to apply to the College's Health Sciences programs. To be eligible for financial aid, students must have a program of study assignment. This program serves that purpose.

Approval to offer this program may be granted by the System Office president. To gain approval, the College president should submit a request in writing to the System President.

Motion came from the Curriculum Committee with the recommendation to approve Associate in General Education (AGE) program as presented. Without further discussion, the motion was unanimously approved by voice vote.

2. Local Associate in General Education – Health Sciences program

Once the College has received approval to offer the Associate in General Education (AGE) program, the Associate in General Education – Health Sciences program can be created locally. This program will facilitate prospective health science student completion of program prerequisites and general education requirements.

Motion came from the Curriculum Committee with the recommendation to approve Associate in General Education (AGE) – Health Sciences program as presented. Without further discussion, the motion was unanimously approved by voice vote.

3. Student Activity Fees

These fees are not being increased. Instead, the fees will remain the same as approved by the Board for Academic Year 2020-2021. However, annual Board approval is required. The fees are as follows:

- Summer Activity Fee is \$5
- Part-time Fall/Spring Activity Fee is \$20
- Full-time Fall/Spring Activity Fee is \$35

Motion came from the Curriculum Committee with the recommendation to approve the Student Activity Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.

4. Instructional Technology Fees

These fees are not being increased. Instead, the fees will remain the same as approved by the Board for Academic Year 2020-2021. However, annual Board approval is required. The fees are as follows:

- Summer Curriculum Tech Fee is \$20 Part-time; \$35 Full-time
- Part-time Fall/Spring Curriculum Technology Fee is \$20
- Full-time Fall/Spring Curriculum Technology Fee is \$35

- Continuing Education Technology Fee is \$5 per course

Motion came from the Curriculum Committee with the recommendation to approve the Instructional Technology Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.

5. College Access, Parking and Security (CAPS) Fees

These fees are not being increased. Instead, the fees will remain the same as approved by the Board for Academic Year 2020-2021. However, annual Board approval is required. The fees are as follows:

- Maintain Summer CAPS Fee of \$7 (all students)
- Fall/Spring CAPS Fee is \$15 per semester (all students)

Motion came from the Curriculum Committee with the recommendation to approve the College Access, Parking and Security (CAPS) Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.

6. Graduation Fee

- The one-time graduation fee of \$25 that was approved by the Board of Trustees for Academic Year 2020-2021 (but never levied) should be removed.
- A new semester fee for all students including both full-time and part-time students will be \$3 per semester. This fee will be called Graduation and Awards fee. This fee will be used for the purpose of building a fund to pay for the student awards given each year and for hosting a graduation ceremony of the quality that befits our students and our institution. This graduation fee would not be applied to CCP students.
- Benefits of this change: With all students paying a minimal contribution to the Graduation and Awards fund, it will remove the larger financial barrier of the one-time \$25 fee that would have been levied to just the number of students planning to participate in the ceremony. By removing the financial barrier at the time of applying for graduation, more students may be able to participate in the ceremony each year.

Motion came from the Curriculum Committee with the recommendation to approve the Graduation Fee as presented. Without further discussion, the motion was unanimously approved by voice vote.

7. Curriculum Course Fees

These fees support required academic costs for consumable goods or services specifically required for a course, such as tools, uniforms, insurance, certification/licensure fees, e-texts, other consumable supplies.

Motion came from the Curriculum Committee with the recommendation to approve the Curriculum Course Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.

8. Corporate and Community Education Course Fees

Motion came from the Curriculum Committee with the recommendation to approve the Corporate and Community Education Course Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.

9. 2023-2024 Academic Calendar

This calendar has been revised to align the College Spring Break with Carteret County Public Schools Spring Break. Future calendars will follow this same process.

Motion came from the Curriculum Committee with the recommendation to approve the 2023-2024 Academic Calendar as presented. Without further discussion, the motion was unanimously approved by voice vote.

OTHER REPORTS

A. Foundation Liaison Report

Dr. Matt Zettl reported the following from the June 8, 2021, Foundation meeting:

- The Foundation is finalizing the new naming opportunity for the service hall, which is located beside the Elizabeth and Doug Townsend Event Hall in the Hospitality and Culinary Arts Center. A donor has now come forth and this service hall will be called the Anne Lanteri Service Hall.

B. President's and Executive Leadership Council Committee Reports

Dr. Tracy Mancini thanked Mrs. Amanda Bryant for her presentation. She said Mrs. Bryant is very professional and is a great asset to the College.

Dr. Mancini reported that the Commission on Accreditation for Respiratory Care (CoARC) gave notification that Carteret Community College's Respiratory Therapy program is being recognized as a distinguished registered respiratory therapy program. The program is being recognized for sustained excellence in student achievement.

Dr. Mancini also shared the following highlights from Executive Leadership Council reports:

- The College has received the third round of HEERF funding (\$1.5 million) for student disbursement. There is an equal amount of funding that can be used for the institution. However, we can only spend as much institutional funding as we spend in student disbursement. So, if we do not disburse all of the \$1.5 million, we cannot spend all of the \$1.5 million that we received for institutional. This is an incentive for us to disburse that money to students. We have many campaigns running now to encourage students to register and receive full funding for fall.

Requirements state that HEERF funding must be spent by the end of Spring 2022 but there is the possibility to request an extension for the funding to be spent by 2023. The College is trying to spend HEERF II money that cannot be extended first and then distribute the rest of the funding available.

Colleges are being advised by the North Carolina Community College System to reserve some of the institutional funding. This reserve is being requested in case the budget priorities for the current state budget do not come through with the budget stabilization request. The budget stabilization would "make colleges whole" for the amount colleges are not getting because of enrollment declines due to COVID. This reserve would help colleges supplement their budgets with some of the HEERF funding.

Dr. Mancini said Mrs. Donna Cumbie, Executive Director of Business Operations, is tracking all of the funding expenses and holding some of the funds in reserve. She thanked Mrs. Cumbie for all of her efforts in this process.

- In addition, the College is preparing to disburse student funding made possible by Governor Cooper through the NC Longleaf Commitment Grant. This grant guarantees all 2021 graduating high school students to be awarded \$700-\$2,800 per year for two years while enrolled without gap in a NC Community College curriculum program.

- Since the last Board meeting, the College was named by the U.S. Department of Transportation Maritime Administration a Center of Excellence for Domestic Maritime Workforce Training and Education (CoE) for 2021-2022. Carteret Community College is one of the only two CoEs in North Carolina, with the other being Cape Fear Community College.

Carteret Community College participated in a Zoom “kick-off” meeting with MARAD, and Trustee Michael Curtis attended. Carteret is one of twenty-seven institutions that have been designated. Currently, there is no funding associated with this designation. However, the College has been provided with recommendations on how we can maximize the use of this designation in forming alliances and partnerships with MARAD and other institutions to bring resources to campus.

- The Belk Center for Community College Leadership and Research at NC State University has agreed to assist with the College’s Strategic Planning process. The process will start at the Administrative Retreat scheduled for June 22, 2021, which will include all vice presidents and their reports, along with the SGA president and an alumna of the College.

Dr. Mancini said if there is a trustee who is interested as serving as a liaison to the Board for the College’s Strategic Planning process, to please let her or Chair Darden know.

- The team at EducationNC and Awake58 conducted a statewide survey of community college students to determine the effect and stress points of COVID. The College had 144 students participate in the survey. Dr. Mancini shared some of the statistics in her written report.
- The welcome ceremony for the College’s new NC Military Business Center which will be located in the Big Rock Career Center was held today, June 8, 2021, at the Hospitality and Culinary Arts Center. Congressman Greg Murphy, MD, was in attendance to help kick off the opening. We also had representatives from Senator Tillis’s and Senator Burr’s office in attendance. County businesses and guests from surrounding areas were also in attendance.
- Chair Melodie Darden, Trustee Michael Curtis, Mr. Perry Harker, and Dr. Mancini as well as Jed Dixon (Ferry Division), Kevin White (Carteret CC Fire Academy), and Deputy Chief Casey Armstrong (Atlantic Beach Fire Department) are traveling to Raleigh on June 9, 2021, to meet with representatives to promote the budget priorities and talk about some of our hopes to improve public safety facilities. The use of a fire tower and how it might benefit our community will also be discussed.
- Finally, Dr. Mancini announced that the College received our final bi-annual compliance FTE audit report from the North Carolina Community College System Office in May. The report, which reviews record-keeping and compliance for curriculum and continuing education classes, programs, procedures, and processes, noted we had no material findings. However, the College did receive a coaching letter with suggestions for ways to improve processes. The College has acknowledged it is putting steps in place to improve.

Dr. Mancini said the report can be shared with anyone who wishes to review it.

During Dr. Mancini’s report, Ms. CeCe Johnson, the MaST student who has been named the Beaufort Teen Center Youth of the Year, Carteret County Boys & Girls Club Youth of the Year, and runner up for the Boys & Girls Club of the Coastal Plain Youth of the Year arrived at the meeting with her mother, Mrs. Latesheca Johnson. Dr. Mancini invited CeCe to speak to and answer questions from the Board. She spoke to the trustees briefly. They commended her on her accomplishments.

C. Student Government Association

Ms. Autumn Gillikin presented the Student Government Association report, which was included in the Board packet.

BOARD COMMENTS

Chair Melodie Darden invited the trustees to make any observations or comments they would like to make.

Mrs. Mary Charles Jenkins asked the trustees to call her if they are interested in taking a cooking class.

Mr. John Warrington said he continues to be grateful for the Carteret Community College staff.

Mrs. Dee Meshaw said she hopes everyone enjoys their July.

Finally, Chair Darden said that every time she hears a program or department presentation, she is amazed at what College staff, faculty, and administration accomplish. She thanked Mrs. Bryant for her presentation.

ADJOURNMENT

There being no further business to come before the Board, Mr. John Warrington made a motion to adjourn the meeting at 7:01 p.m. Mrs. Dee Meshaw 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



TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 8/2/2021
SUBJECT: Corporate and Community Education Board Report

Carteret Community College graduate, Makayla Gaitan, is the recipient of the 2021 Governor's NC Works Award of Outstanding Young Adult. Gaitan participated in the Workforce Innovation & Opportunity Act (WIOA) youth program and is the first student to receive the award at the college. The award recognizes young adults who have been involved in the WIOA program and have demonstrated expectational achievement to attain career-related goals.

Carteret Community College was approved for Title II federal funding for the 2021-2022 reporting year. In addition, this year, we applied for specific funding to support training at Carteret Correctional Center and received approval for this training.

In our Basic Skills program for the 2020/2021 reporting year, we had a total of fifty-one graduates in our Adult High School Diploma and High School Equivalency diploma programs.

Completed SBC Annual Report 2020-2021, the Center's results: 22 Business Starts, 102 Jobs Created, 78 Jobs Retained, 101 Clients Counseled, 538 Counseling Hours to support small business, and Hosted 100 seminars with 1,427 attendees.

In partnership with NCWorks, we have established an employability lab at the Big Rock Career Center. The lab is open Tuesdays and Wednesdays from 9 am to 12 pm to work one-on-one with job seekers to work on resumes, interviewing skills, and job search skills.

We began a Principles of Leadership class month. The class is designed for new and emerging leaders of businesses or organizations. The course modules include Leadership 101, Team Chemistry, The Toughest Supervisor Challenges, Effective Listening Skills, Developing Positive Relationships at Work, and Adapting Your Leadership Style.

Annual Customized Training Reports were completed and submitted to the system office in June. We have one current training project with Parker Offshore.

In addition, seventeen employees of other manufacturing companies benefited from our local customized training funds provided by the state by participating in 4 continuous improvement courses. The value of the training was \$7,500.



TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Ed.D., Vice President of Instruction and Student Support
DATE: August 3, 2021
SUBJECT: Board of Trustee August 10, 2021 Meeting

We are very excited about the start of the 2021-2022 school year and the return of students to our beautiful campus. At the time of this report, Financial Aid and Student Services are working diligently to process new students' applications and financial aid, including HEERF funding.

- HEERF funding is having a huge impact on our fall enrollment. At the time of this report (August 2, 2021), the unduplicated student headcount is 1294 for Fall 2021; it was 1106 for Fall 2020 and 1460 for Fall 2019. At the rate we are currently processing applications, we expect Fall 2021 numbers to grow even more between now and the first day of the semester.
- Technical AAS programs have seen a very healthy increase for Fall enrollment. Many of these programs are at or near capacity.
- Our BLET program will be expanding this fall to both a day and evening cohort of students. At this time, we have 11-12 students in each cohort.
- The public school CCP Express will start rolling in time for Fall Day 1! Public school busses and CCATS support for late afternoon transportation will allow students who do not drive to have access to CCP classes on our campus. At the time of this report, we have an increase in enrolled CCP students for Fall 2021. We are so grateful for the cooperation of our CCPS partners who have headed up the transportation program and helped to publicize our offerings. This, along with the HEERF coverage of CCP fees, books, and supplies have certainly had a positive effect on CCP access and enrollment.
- We are planning a big Welcome week to celebrate the return of our students. The College and SGA are sponsoring swag, food, music, and celebration for our students to let each one know how welcome and supported they will be as they start or resume their studies.
- Our faculty and staff will be participating in professional development including registrar's policies, early alert student success procedures, supporting students with learning disabilities, and best practices in distance education during the week prior to classes beginning.



TO: Carteret Community College Board of Trustees
FROM: Donna L. Cumbie, Executive Director of Business Operations
DATE: 08/03/2021
SUBJECT: Board of Trustees Administrative Report August 10, 2021 Meeting

Carteret Community College Budget

Carteret Community College Summary of Expenditures												
	State			County			Institutional			TOTALS		
	Annual	Y-T-D	% of	Annual	Y-T-D	% of	Annual	Y-T-D	% of	Annual	Y-T-D	% of
	Budget	Actual	Budget	Budget	Actual	Budget	Budget	Actual	Budget	Budget	Actual	Budget
1XX Institutional Support	\$ -	\$ 186,654	0.0%	\$ -	\$ 54,220	0.0%	\$ -	\$ 191,499	0.0%	\$ -	\$ 432,373	0.0%
2XX Curriculum Instruction	-	494,258	0.0%	-	-	0.0%	-	26,448	0.0%	-	520,706	0.0%
3XX Continuing Education	-	89,425	0.0%	-	-	0.0%	-	9,975	0.0%	-	99,400	0.0%
4XX Academic Support	-	77,809	0.0%	-	-	0.0%	-	6,241	0.0%	-	84,051	0.0%
5XX Student Support	-	71,450	0.0%	-	-	0.0%	-	42,075	0.0%	-	113,525	0.0%
6XX Plant Operations & Maint.	-	-	0.0%	-	164,617	0.0%	-	-	0.0%	-	164,617	0.0%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	-	2,742	0.0%	-	2,742	0.0%
8XX Student Aid	-	-	0.0%	-	-	0.0%	-	205,556	0.0%	-	205,556	0.0%
9XX Capital Outlay	-	-	0.0%	-	7,894	0.0%	-	-	0.0%	-	7,894	0.0%
TOTALS	\$ -	\$ 919,596	0.0%	\$ -	\$ 226,731	0.0%	\$ -	\$ 484,536	0.0%	\$ -	\$ 1,630,863	0.0%

We are operating conservatively until the State budget has been finalized.

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
Jan-21	02/01/21	02/12/21	\$ 519,198.34	02/01/21	02/24/21	\$ 512,949.51	02/01/21	02/15/21	\$ 847,963.10
Feb-21	03/01/21	03/02/21	\$ 396,669.96	03/01/21	03/22/21	\$ 545,947.39	03/01/21	03/04/21	\$ 473,053.18
Mar-21	04/01/21	04/05/21	\$ 445,445.29	04/01/21	04/29/21	\$ 391,165.54	04/01/21	04/05/21	\$ 219,503.73
Apr-21	05/03/21	05/06/21	\$ 438,379.02	05/03/21	05/20/21	\$ 344,490.13	05/03/21	05/07/21	\$ 717,736.15
May-21	06/02/21	06/09/21	\$ 316,633.22	06/02/21	06/03/21	\$ 142,894.76	06/02/21	06/09/21	\$ 478,710.69
Jun-21	07/01/21	07/06/21	\$ -	07/01/21	07/20/21	\$ 503,321.66	07/01/21	07/06/21	\$ 47,088.57


Campus Information Technology

- Current Projects
 - Digital Sign/Marquee (repairs need to be made to stand before new sign can be installed)
 - Wireless upgrade complete
 - Server Replacement project (hardware has been installed, migration has run into snags, still working through them)
 - USDA grant install complete (still working through some programming issues), working with off campus sites for the delivery of equipment
 - New backup system installed
 - We are starting our migration of Colleague to the Cloud (this will take between 6-12 months)
- We received 484 new IT support requests in July with a total of 442 being resolved and 108 requests still pending.

Emergency Preparedness and Security

- Meetings Attended
 - President's Cabinet Meeting
 - Foundation's Fishing Tournament Meeting
 - Administrative Retreat
 - Graduation Debrief Meeting
 - ACCSSO (Association of Community College's Safety and Security Officers) Hosted an in-person meeting and participated in two committee meetings via Zoom
- Other
 - Adult High School Orientation X 2
 - Trauma / First -aid Kit Training
 - Medical Assisting New Student Orientation
 - In-service Law Enforcement Firearms Training
 - Medical Assisting / Humane Services Graduation
 - Foundation's Savior the Summer Events X 2

COVID-19/CARES Act Funding

 CARTERET COMMUNITY COLLEGE	HEERF I Funds The Coronavirus Aid, Relief, and Economic Security Act (CARES Act)	HEERF II Funds The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)	HEERF III Funds The American Rescue Plan (ARP)
Deadline to Spend Funds <i>*1 year no cost extension available</i>	April 23, 2021	May 11, 2022*	May 11, 2022*
Student Funds Received	\$387,473	\$387,473	\$1,680,461
Student Funds Spent (as of July 27, 2021)	\$387,473	\$320,213.74	\$118,118.25
Institutional Funds Received	\$387,473	\$1,168,558	\$1,578,845
Institutional Funds Spent (as of July 27, 2021)	\$387,473	\$1,045,527.84	\$12,093.92
Strengthening Institution Program Funds Received	\$38,286	\$63,230	N/A
Strengthening Institution Program Funds Spent (as of July 27, 2021)	\$38,286	\$0	N/A



TO: Carteret Community College Board of Trustees
FROM: Steve Sparks, Vice President, Operations and Facilities
DATE: August 2, 2021
SUBJECT: Board of Trustee August 10, 2021 Meeting

- The new switch gear and generator have been installed. Initial start up of the generator is being scheduled.
- Completion of the handrails and post caps on along the bulkhead on the shoreline should be soon.
- Greenhouse equipment and electrical components are being installed.
- Renovations for Midtown Coffee and Cafe in the Bryant Student Center is expected to be complete the week of August 2.
- Bryant cooling tower is running about 30 % capacity. Parts are on order and our hope is to have the system back to 100% by the week of August 2.
- Clark Nexsen Architects have completed their evaluation of BLET and we should have the report in the next few weeks.
- Our hope is to have the calculations for the additional soil needed for the firing range back stop berm and shooting area by August 4.
- New employee replacement positions Custodian: Anna Wilson and Facilities: William Godette



TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: August 2, 2021
SUBJECT: Board of Trustee August 10, 2021 Meeting

Capital Campaign – To-date \$3,849,917 has been raised/pledged.

Dr. Mancini and I continue to make connections in the community to reach new donors. Please forward or help introduce us to prospective donors. A goal has been established to continue raising funds to reduce the foundation's debt from the recent construction.

We held a neighborhood walk, meet & greet (tour) on June 24th with the help of a college neighbor who walks on campus regularly. This focus is to support and raise funds for the Walking Trail.

The Walking Trail Challenge Grant for \$50,000 was not only reached but we exceeded the amount for the award – the challenge campaign raised \$113,375. We have turned in the necessary information to the private foundation and we have received the grant funding.

Community Relationship and Current Activities:

The following groups have been brought in to tour the Hospitality & Culinary Arts Center: Morehead City – Lookout Rotary. If you have a group that would like to tour, please let me know.

Guests of the Savour the Summer Soiree dinners have also been taken on tours before or after each dinner.

Events

- The Savour the Summer Soirees were a success this summer. All 4 dates, which included dinner provided by a local restaurant paired with drinks from a local brewery or distillery, were sold out.
- The 26th Annual Carteret Community College Golf Tournament will be October 15th at the Crystal Coast Country Club.

Grants

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

Grantor	Purpose	Amount Requested	Pending	Awarded
Department of Education Student Support Services Grant	TRIO Program	\$1,423,790		\$1,473,625
USDA Distance Learning and Telemedicine Grant	Classroom upgrades and equipment	\$960,546		\$960,546
Duke Energy Foundation Nature Grant	Trail	\$352,500		\$20,000
USDA Agriculture and Food Research Institute Education and Workforce Development	Aquaculture	\$481,475		\$481,475
Eddie and Jo Allison Smith Foundation	Trail	\$125,000		\$50,000
NRA	Firing Range	\$208,000	\$208,000	
SAIHE	Financial Aid grants	\$387,000	\$387,000	
State Library of North Carolina	Library equipment	\$25,000		\$25,000
USDA Distance Learning and Telemedicine Grant	Classroom upgrades and equipment	\$585,074	\$585,074	
Truist	Culinary Building Name	\$1,500,000		
Totals		\$6,048,385	\$1,180,074	\$3,010,646

TO: Carteret Community College Board of Trustees
FROM: Autumn Gillikin, Student Government Association
DATE: July 27, 2021
SUBJECT: Board of Trustees August 10, 2021 Meeting

Completed Activities:

- Our newest issue of the wave has been released, this month we focused on our programs that prepare students for careers in Marine Trades.
- Our Spirit Boat location has been approved, we are waiting for wood and paint to complete it.
- We have a new logo that we will be rolling out with our emails and other things we share with students, faculty, and staff.

Upcoming Activities:

- Welcome Back will occur on the First Day of Class as well as the 17th of August. We will be having lunch and music for students as well as other things on the 16th and there will be coffee for students from the new Sweet Beans shop in the Bryant Building.
- Our Subs and Clubs Event is planned for August 26, 2021.