



**TO:** All Members of the Board of Trustees  
**FROM:** Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President  
**SUBJECT:** Board Meeting – **Wednesday, August 10, 2022 at 9:00 p.m., Historic Camp Glenn Building**

## AGENDA

- |                |   |   |
|----------------|---|---|
| <b>I.</b>      | <b>CALL TO ORDER</b>  | Chair Melodie Darden                        |
|                | A. Ethics Statement   |   |
| <b>II.</b>     | <b>ACKNOWLEDGEMENT OF NEW TRUSTEES HOOPER, LONG, PILE</b>   | Chair Melodie Darden                        |
| <b>III.</b>    | <b>FOUNDATION CHECK PRESENTATION</b>  | Chair Melodie Darden                        |
|                | A. Texas Instruments for the Scott Eckholdt Summer Camp   | Wendi Oliver, Diane Tetreault,<br>Lee Sykes |
| <b>IV. * </b>  | <b>APPROVAL OF AGENDA</b>   | Chair Melodie Darden                        |
| <b>V. * </b>   | <b>APPROVAL OF MINUTES</b> (June 14, 2022 <a href="#">Attachment 1</a> ; June 22, 2022 <a href="#">Attachment 2</a> )   | Chair Melodie Darden                        |
| <b>VI.</b>     | <b>CHAIR REPORT</b>   | Chair Melodie Darden                        |
| <b>VII.</b>    | <b>NEW BUSINESS</b>   | Chair Melodie Darden                        |
|                | A. 2022-2023 Committee Assignments  | Chair Melodie Darden                        |
| <b>* B.</b>    | <b>2022-2023 Nominations Committee Members Election</b>   | Chair Melodie Darden                        |
|                | C. Policies for Review – First Read   |   |
|                | 1. Employee Leave Policy; <a href="#">Attachment 3</a>  | Mrs. Amanda Bryant                          |
|                | 2. Total Creditable State Service Policy; <a href="#">Attachment 4</a>  |   |
|                | 3. Longevity Pay Policy; <a href="#">Attachment 5</a>   |   |
|                | 4. Non-reappointment Policy (Employment-at-Will Statement); <a href="#">Attachment 6</a>  |   |
|                | 5. Debt of Employees to Other State Agencies Policy; <a href="#">Attachment 7</a>   |   |
| <b>VIII.</b>   | <b>NEW EMPLOYEES</b>  | Chair Melodie Darden                        |
|                | A. Teresa Terrell, College Cashier  | Mr. Matt Banko                              |
|                | B. Jeanne Oden, Administrative Assistant, Corporate & Community Ed.   | Mr. Perry Harker                            |
|                | C. Tina Futrell, Administrative Assistant, Corporate & Community Ed.  |   |
| <b>IX.</b>     | <b>COMMITTEE REPORTS</b>  | Chair Melodie Darden                        |
| <b>* A.</b>    | <b>Buildings and Grounds</b>  | Trustee Bill Henderson                      |
| <b>* 1.</b>    | <b>Smith Building/Civic Center Roof Replacement</b>   |   |
| <b>* 2.</b>    | <b>Delegation of Oversight for Projects \$500,000 - \$2,000,000</b>   |   |
| <b>X.</b>      | <b>OTHER REPORTS</b>  | Chair Melodie Darden                        |
|                | A. Foundation Liaison Report  | Trustee Mary Charles Jenkins                |
|                | B. President's and Executive Leadership Council Reports <a href="#">Attachment 8</a> ;<br><a href="#">Attachment 9</a> ; <a href="#">Attachment 10</a> ; <a href="#">Attachment 11</a> ; <a href="#">Attachment 12</a> ;<br><a href="#">Attachment 13</a> ; <a href="#">Attachment 14</a> ; <a href="#">Attachment 15</a> ; <a href="#">Attachment 16</a> | Dr. Tracy Mancini<br>Mr. Anthony Pile       |
|                | C. Student Government Association; <a href="#">Attachment 17</a>  |   |
| <b>XI.</b>     | <b>BOARD COMMENTS</b>   | Chair Melodie Darden                        |
| <b>XII. * </b> | <b>ADJOURNMENT</b>  | Chair Melodie Darden                        |

### DATES TO REMEMBER

DATE	EVENT	TIME	LOCATION
August 15, 2022	First Day of Fall Curriculum Classes		
September 12, 2022	Savour the Summer Soiree	6-8pm	Hospitality and Culinary Arts Center
October 14, 2022	27 <sup>th</sup> Annual Carteret CC TransImpact Golf Tournament	<a href="#">See link</a>	Crystal Coast Country Club

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**BOARD OF TRUSTEES  
MINUTES OF MEETING  
JUNE 14, 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 June 14, 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)	Dr. Wrenn Johnson (In-Person)
Mrs. June Fulcher, Vice Chair (In-Person)	Mrs. Dee Meshaw (Zoom)
Mr. Robin Comer (In-Person)	Mrs. Catherine Parker (In-Person)
Mr. Bill Henderson (In-Person)	Mr. Doug Starcke (In-Person)
Mrs. Mary Charles Jenkins (In-Person)	Dr. Matt Zettl (In-Person)

**Trustees Absent**

Mr. Michael Curtis  
Mrs. Rosa Langston

**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, Finance and Administrative Services (In-Person)
Dr. Maggie Brown	Vice President, Instruction and Student Support (In-Person)
Mrs. Amanda Bryant	Director, Human Resources (Zoom)
Ms. Jo Ann Cannon	Executive Director, President's Office / Assistant Secretary to the Board (In-Person)
Mr. Perry Harker	Vice President, Corporate and Community Education (In-Person)
Ms. Logan Okun	Director, Marketing and Public Information (In-Person)
Ms. Brenda Reash	Executive Director, Foundation (In-Person)
Mr. Steve Sparks	Vice President, Operations and Facilities (In-Person)

**College Employees Present**

Mr. Richard Abell	Director, Emergency Preparedness and Security (In-Person)
Mrs. Amanda Bryant	Director, Human Resources (Zoom)
Ms. Caz Chambers	Chair, Faculty Executive Committee (Zoom)

**College Employees Absent**

Mrs. Bianca Abell Chair, Staff Executive Committee

**Guests Present**

Mrs. Rhonda Bagshawe	Director, Paralegal Technology (In-Person)
Mrs. Cheryl Burke	Reporter, Carteret News-Times (In-Person)
Mr. Toby Finizio	Admissions Specialist (In-Person)
Mrs. Kristian Jenkins	Coordinator, Student Life (In-Person)
Mrs. Dee Smith	Coordinator, Foundation Event and Sponsorship (In-Person)
Mr. Jason Smith	Chair, Associate in Fine Arts (In-Person)

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Mr. Mark Snyder Faculty, Associate in Fine Arts (In-Person)  
Mr. Jeremy Thompson Maintenance Technician, Operations and Facilities (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**

Chair Darden said due to illness, Mrs. Wendi Oliver and Mrs. Diane Tetreault will present the Foundation check for Texas Instruments for the Scott Eckholdt Summer Camp at the August Board meeting.

**NEW EMPLOYEES**

A. Tobin Finizio, Admissions Specialist

Dr. Maggie Brown introduced Mr. Tobin Finizio, who is the Admissions Specialist in the Student Services Department. Dr. Brown said Mr. Finizio is a lineman in a semi-professional football team. She said Mr. Finizio completed his Master's in Higher Education at Elon College and completed an Apprenticeship in International Student Services specializing in Liaison Management. Most recently, he was employed at Craven Community College in both the Admissions Department and Student Life Department.

B. Kristian Jenkins, Student Life Coordinator

Dr. Maggie Brown introduced Mrs. Kristian Jenkins, who is the Student Life Coordinator in the Student Services Department. Dr. Brown said Mrs. Jenkins began working at the College as a Federal Work Study student in the Student Services Department in 2017 and graduated from Carteret CC in 2019 with an Associate's Degree in Business Administration. She recently worked in the Arts and Sciences Division as the administrative assistant and is currently pursuing her Bachelor's Degree in Business Management at Western Carolina University. She plans to continue her education with a Master's in Adult Education.

C. Rhonda Bagshawe, Paralegal Technology Program Director

Dr. Maggie Brown introduced Mrs. Rhonda Bagshawe, who is the Program Director of the Paralegal Technology program. Dr. Brown said Mrs. Bagshawe has been employed at the College for two years as a Career Coach assisting high school students navigating their way through college. Dr. Brown said Mrs. Bagshawe previously taught high school at South Greenville High School and also worked as an attorney specializing in bankruptcy.

D. Mark Snyder, Fine Arts Instructor

Dr. Maggie Brown introduced Mr. Mark Snyder, who is an instructor in the Associate in Fine Arts program. Dr. Brown said Mr. Snyder graduated from East Carolina University and received a Bachelor's of Arts in Art History with dual minors in Studio Art and English. She said after receiving his bachelor's, he moved to California where he received his Bachelor's in Science in Media Arts and Animation. After receiving his Bachelor's in Science, he moved to Kentucky to attend Morehead State University where he earned a Master's in Ceramics with eighteen hours in Art History. She said Mr. Snyder has been an adjunct at Carteret CC for eight years in the Associate in Fine Arts program.

E. Dee Smith, Foundation Event and Sponsorship Coordinator

Ms. Brenda Reash Introduced Ms. Dee Smith, who is the Foundation Event and Sponsorship Coordinator. She said Ms. Smith served as the Program Assistant for ten years at NC State Extension at CMAST and organized Carteret Beach Sweep and other coastal cleanups.



### **APPROVAL OF THE AMENDED AGENDA**

Chair Melodie Darden presented the June 14, 2022, amended agenda for approval by the Board. Chair Darden said the agenda was amended to only change the order of a few items.

**Mr. Robin Comer made a motion to approve the June 14, 2022, amended 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 10, 2022, minutes for approval by the Board.

**Mrs. June Fulcher made a motion to approve the May 10, 2022, minutes as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

### **CHAIR REPORT**

Chair Melodie Darden thanked those trustees who attended Graduation, the Awards Ceremony, and program pinnings and graduations. She said there was good trustee representation at these events.

Chair Darden thanked Trustees Jenkins and Johnson for their volunteer efforts with the Celebration on the Sound event in May.

She informed the Board that two new trustees have been appointed to the Board; Mr. David Long, who was appointed in June by the Board of Education and Mrs. Penny Hooper, who was appointed in June by Governor Roy Cooper. They will be sworn in at the August Board meeting along with the trustee appointed by the Carteret County Board of Commissioners on June 20.

Chair Darden said Mrs. Hooper lives in Smyrna and is a partner with her husband in their commercial fishing and aquaculture operation. She said Mrs. Hooper also taught biology at Carteret CC for many years and helped establish the Associate in Science degree and Associate in Applied Science degree in Aquaculture Technology. Mrs. Hooper has also received many awards such as the Carteret CC Excellence in Teaching award, Carteret County Woman of the Year award, Governor McCrory's Volunteer Appreciation award, and the North Carolina Council of Churches Community Superstar award.

Chair Darden said Mr. David Long is Director of Operations for Joseph T. Ryerson and Sons, one of the largest steel companies in the world. He is a native of Carteret County and graduated from East Carteret High School as well as Carteret CC. After graduating from Carteret CC, he transferred to East Carolina University where he earned a Bachelor's degree in Industrial Engineering Technology and a Bachelor's degree in Mechanical Design. She said Mr. Long also has a Master's degree in Organizational Leadership. He is especially interested in developing and enhancing technical programs and apprenticeships.

Chair Darden reminded the Board that a New Trustee Orientation process was developed last year that will be very beneficial to the three new trustees.

She asked the Board to consider a donation to the Foundation's Annual Fund and reminded them that 65% have donated thus far. Chair Darden said she would like to see 100% donations from the Board.

Chair Darden encouraged the Board to sign up for the Savour the Summer Soirees on June 27, July 25, and September 12.

Finally, she reminded the Board that the meetings will begin to take place at 9:00 a.m. in the Camp Glenn Building (Foundation building) beginning with the August meeting. Chair Darden said a light, continental breakfast will be offered at 8:30 a.m.

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## RECOGNITION OF TRUSTEES

### A. Mrs. June Fulcher

Chair Darden read and presented Mrs. Fulcher with a proclamation of service from the Board of Trustees. She also presented Mrs. Fulcher with an engraved mug and a bouquet of flowers.

Mrs. Fulcher said the past year has been a difficult year for her, and she has felt that she has not given 100% service for the Board, thus the reason to not seek reappointment. She thanked the trustees who helped guide her during her time, and she is grateful a New Trustee Orientation process has been developed.

### B. Dr. Matt Zettl

Chair Darden read and presented Dr. Zettl with a proclamation of service from the Board. He was also presented with an engraved mug.

Dr. Zettl said it has been a privilege and a distinct honor to serve on the Board. He said the College has a great leadership team and the faculty and staff are "unmatched." He said he is looking forward to what the College can accomplish in the future.

## NEW BUSINESS

### A. Consider 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. Mary Charles made a motion to cancel the July 12, 2022, Board meeting. Mr. Bill Henderson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

## PRESENTATIONS

### A. Human Resources

Chair Melodie Darden said the Human Resources presentation will be presented at the August meeting. She said this postponement was part of the amended agenda.

### B. Facilities and Operations

Mr. Jeremy Thompson, Maintenance Technician, gave an overview of his work experience before being employed at Carteret CC three years ago and his experience since becoming employed at Carteret CC. He also presented a PowerPoint which contained information regarding maintenance, custodial, and administrative duties such as renovations, building cleaning, supply orders, and the number of work orders completed. Mr. Thomas also shared all staff names and their various duties. He said he is proud to be a part of Carteret CC and the Operations and Facilities team.

## COMMITTEE REPORTS AND UPCOMING MEETINGS

### A. Finance

Trustee Bill Henderson reported the Finance Committee met jointly with the Buildings and Grounds Committee on May 25, 2022, for the Finance Committee to recommend presenting the 2023 Continuing Resolution to the full Board for approval. He told the Board the resolution was included in the Board packet and asked Mr. Matt Banko to explain the document and the reasons for recommendation.

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Mr. Banko said he feels it is good practice to recommend approval for a Continuing Resolution to the Board each year. The resolution will provide the College a continuation of expenditures beyond June 30, whether a budget is received or if the budget is approved later in the year. Mr. Banko said once the resolution is approved, the Board Chair would sign the form giving permission to continue expenditures beyond June 30.

**A motion comes from the Finance Committee recommending approval of the 2023 Continuing Resolution. Without further discussion, the motion passed unanimously by voice vote.**

Trustee Bill Henderson reported the Buildings and Grounds Committee met jointly with the Finance Committees on May 25, 2022. He said the information covered at the meeting will be discussed and reviewed at the Buildings and Grounds Committee meeting scheduled for June 22, 2022, at 4:00 p.m. in the McGee Boardroom. Mr. Henderson asked that all trustees, if possible, attend that meeting.

#### B. Curriculum and Student Support

Chair Melodie Darden said since Mrs. Rosa Langston is not in attendance at this meeting, Dr. Tracy Mancini has agreed to give the report for the Curriculum and Student Support Committee meeting, which met on May 25, 2022.

Dr. Mancini reminded new trustees that every year the Board is presented with College fees for approval. She said these fees are published on the College website for all students to review and the College focuses on keeping fees low. Dr. Mancini also reminded the Board about the College review in the *Smart Asset* report which ranked the College high in part due to the low tuition and fees. She said we often look at other community college fees for comparison and according to North Carolina General Statute, the College is also limited on what can be charged for certain kinds of fees.

Dr. Mancini reported the committee met and was provided with information from Dr. Maggie Brown, who works with curriculum faculty and deans, and Mr. Perry Harker, who provided information pertaining to Corporate and Community Education fee adjustments. She said the committee information is provided in this Board packet and approved the following recommendations to be presented to the Board for approval:

### **2022-2023 COLLEGE FEES**

#### **A. Student Activity Fees (1E SBCCC 700.2)**

Dr. Mancini said the committee did not recommend any changes for the 2022-2023 Academic Year. 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

**A motion came from the Curriculum and Student Support Committee with the recommendation to approve the 2022-2023 Student Activity Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.**

#### **B. Instructional Technology Fees (1E SBCCC 700.3)**

Dr. Mancini said Instructional Technology fees help the College maintain its technology but also can be used to help support one of the IT staff positions. She said the committee did not recommend any changes to the Instructional Technology fees. 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

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**A motion came from the Curriculum and Student Support Committee with the recommendation to approve the 2022-2023 Instructional Technology Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.**

**C. College Access, Parking and Security (CAPS) Fees (1E SBCCC 700.4)**

Dr. Mancini said the committee did not recommend any changes to the College Access, Parking and Security (CAPS) fees. She explained these fees are institutional fees and can be carried forward to support costs to acquire, construct, and maintain parking facilities, parking area enforcement, and student transportation. The fees are as follows:

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

**A motion came from the Curriculum and Student Support Committee with the recommendation to approve the 2022-2023 College Access, Parking and Security (CAPS) Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.**

**D. Graduation Fee as Part of Other Fees (1E SBCCC 700.3)**

Dr. Mancini said the committee did not recommend any changes to the Graduation Fee. She said a fee of \$3 is charged each semester to all students (except for Career and College Promise High School), including both full-time and part-time. This fee is used for the purpose of building a fund to pay for the student awards given each year and for hosting a Commencement of the quality that befits our students and our institution.

**A motion came from the Curriculum and Student Support Committee with the recommendation to approve the 2022-2023 Graduation Fee as Part of Other Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.**

**E. Corporate and Community Education Course Fees (1E SBCCC 700.5)**

Dr. Mancini said Mr. Harker provided information with fee increases as listed below:

1. Insurance Fees
  - Emergency Medical Science Malpractice Insurance increased from \$89.25 to \$100. This increase comes from the insurance company.
2. Course Supply Fees
  - CDL (Truck Driving Training) increased from \$1,820 to \$2,320. This increase is due to the increase in gas prices and maintenance.
  - Maritime Courses increased from \$45 to \$70. The cost is higher than anticipated when these fees were approved in 2021-2022.
3. Testing / Assessment Fees
  - Emergency Medical Science / Paramedic increased from \$60 to \$150. This fee is an increase from the vendors.

Dr. Tracy Mancini noted the Course Supply Fee for Emergency Medical Science Programs (Basic & Paramedic) increased slightly from \$100 to \$120.

**A motion came from the Curriculum and Student Support Committee with the recommendation to approve the 2022-2023 Corporate and Community Education Course Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.**

**F. Curriculum Course Fees (1E SBCCC 700.5)**

Dr. Mancini said Dr. Maggie Brown presented the Curriculum Course Fees to the committee for review and approval, noting all increases, decreases, fees removed, and new fees presented. She said some programs are incorporating licensure testing course fees so that when students finish their program they are able to take their licensure exam; sometimes in the past, when a student has completed their program and takes the licensure exam, they are not financially able to take the test.

Trustee Bill Henderson asked if there was more than a ten percent increase in course fees. Dr. Mancini said no, but the nursing program divided the test preparation fee over two semesters instead of having a one-time fee. She said at a glance, this could look like more than a ten percent increase.

Mr. Bill Henderson asked if the College receives any revenue from course fees. Dr. Mancini explained that the Pell Grant and scholarships can cover the cost of the fees. She said the funds for courses go into an account that the program chair can use to purchase supplies for that program. The program chair is responsible for reviewing the course fee fund each year for the need to either decrease, increase, or remain the same for the next academic year.

**A motion came from the Curriculum and Student Support Committee with the recommendation to approve the 2022-2023 Curriculum Course Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.**

**C. Executive**

Trustee Melodie Darden reported the Executive Committee met on May 25, 2022, to review the 2021-2022 Board of Trustees Self-Assessment. She said the self-assessment is included in this Board packet and reviewed the self-assessment with the Board noting the following:

- 100% participation is needed and ways to meet that should be identified
- Section 3 “Policy Role:” the committee felt this should be clearer, especially for new trustees; the Board Governing Policy Manual will help trustees complete this section as well as the other sections on the self-assessment.
- Section 4 “Community Relations:” Board’s Public Forum which is done August each year; the public can offer comments at this meeting.
- Section 6 “Board-CEO Relations:” having policies in place that clearly define the Board’s expectations of the President are identified in the Board Policies.
- Section 8 “Institutional Performance:” the committee felt the College should inform the Board more on the effectiveness of programs such as graduation rates and licensure rates; the committee and the Board felt more clarity and understanding regarding state and federal accountability requirements is necessary
- Section 10 “Advocating for the College:” the committee felt the Board can do better with advocating for the College
- Section 11 “Board Education:” Dr. Mancini said more training can be provided by the College for the Board instead of using outside agencies and could be provided at the annual Trustee Retreat that is held each February. She said a survey could be provided to determine training the Board is interested in receiving as well as what time of the year is best to conduct the self-assessment. This can help ensure full participation from the Board. Dr. Mancini said more workshops can also be provided.

Dr. Mancini said the self-assessment could also be reviewed to make sure each of the areas being scored are clear. She said she plans to work with the Board with reviewing the self-assessment before it goes out for completion in 2022-2023.

- Finally, Chair Darden said the overall results of the self-assessment are positive but improvements can also be made.





Dr. Mancini reminded the Board, especially new members, that SACSCOC asks if the Board does an annual self-evaluation and this self-evaluation is a requirement for accreditation. Dr. Matt Zettl reminded the Board this is also a requirement in the North Carolina General Statutes.

#### **D. Personnel and Policy**

Trustee Matt Zettl said the Personnel and Policy Committee met on May 23, 2022, to review Section 4: Governance Policies as well as all of the Board Governing Policies. Dr. Zettl thanked Trustees Darden, Langston, Jenkins, and Fulcher for their input for the policy manual.

He said the ultimate goal is to adopt a policy document similar to the case model of governance described by Dr. Dan Phelan (Jackson College) during a workshop provided to the trustees. Dr. Zettl said there needs to be changes in the Board Bylaws and acceptance of the Board Policy manual by the trustees.

Dr. Zettl said the Bylaws enumerate the overarching principles under which the board governs and are not expected to change in the foreseeable future. Dr. Zettl said Board policies address the details of how the governance process operates, and changes are more common in the near term, and are easier to make. He said under our current Bylaws, a vote of nine trustees is required to approve a change. The process tends to be lengthy, whereas policies take a simple majority of trustees to approve a change. It is expected that policies are going to change as the needs of the College, the community, and the service population change.

Dr. Zettl said the Personnel and Policy Committee is recommending the Board accept the “draft of the Board of Trustees Governing Manual as it was received on May 27 via email and with the understanding that much work still needs to be accomplished.

Dr. Zettl also said the Personnel and Policy Committee is recommending that the Bylaws Committee be eliminated. He said one committee should be responsible for the governance documents under which the Board operates, would be more efficient, and would ensure that conflicts between bylaws and policies could be avoided. This one committee would be named “Personnel, Bylaws, and Policies.”

Additionally, Dr. Zettl feels the Executive Committee should be eliminated. He said since the Executive Committee currently has only one function, the Annual Trustees Self-Assessment, this function could be easily assumed by the Policies and Procedures Committee (renamed Personnel, Bylaws, and Policies). Essentially, the Personnel and Policies Committee would merge with the Bylaws and Executive Committees. Dr. Zettl said the committee functions would still overlap for a while.

Dr. Zettl reminded the committee members that the Bylaws take precedence over the policies. This precedence remains unless the Bylaws are changed.

Dr. Zettl said the Personnel and Policies committee would like to bring a motion before the Board to accept the Board Policies as presented as part of the governing documents of the Board of Trustees. Secondly, since the Personnel and Policies Committee cannot bring a motion from the Bylaws Committee, he believes the Board can make the changes to the Bylaws Committee and the Bylaws Committee is not required to meet to make those changes. Dr. Zettl said if the Board agrees, a motion can be made to eliminate the Executive Committee and the Bylaw Committee and combine those functions into a single committee with the Personnel and Policies Committee so there would be two less standing committees.

**A motion came from the Personnel and Policy Committee with the recommendation to accept the Board Policies as presented as part of the governing documents of the Board of Trustees. Without further discussion, the motion was unanimously approved by voice vote.**

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**Mr. Robin Comer made a motion to consolidate the Bylaws Committee and Executive Committee with the Personnel and Policies Committee thus eliminating the Bylaws Committee and the Executive Committee; the Trustee Annual Self-Assessment will become a function of the newly named Personnel, Policies, and Bylaws Committee. Mrs. June Fulcher seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

Chair Darden said the Personnel, Policies, and Bylaws Committee will meet to revise the existing bylaws and separate them from Board policies, where there is redundancy and conflict. Dr. Zettl said much of what is in the policies, especially the policies relating to committees, was basically moved verbatim from the bylaws into the policies. He said the policies should be reviewed annually.

## **OTHER REPORTS**

### **A. Foundation Liaison**

There was no report from the Foundation Liaison.

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

Dr. Mancini thanked Mr. Jeremy Thompson for his presentation. She informed the Board that Mr. Thompson is one of the two participants that the College sent through the North Carolina Community College Leadership Program, and he is serving the College well in his leadership.

She thanked Trustees Fulcher and Zettl for their excellent service on the Board.

Dr. Mancini thanked the trustees for their participation this year with attending Graduation, the Awards Ceremony, and program pinnings.

She said the summer semester has started and enrollment numbers are very strong with an increase in curriculum of 13% in seat count (the number of classes students are taking). Dr. Mancini said because more career and technical and applied program courses are being taken, the College expects our FTE for the summer will grow even more than 13%. She said Continuing Education courses are harder to gauge because they are always starting and stopping on a different schedule, but this summer we have twenty-six students enrolled in the Commercial Driver's License program. She said this is as many as we graduated during the first few years of the program.

Dr. Mancini said summer camps are in full swing and a Texas Instruments donation has allowed the College to work with the Carteret County Boys and Girls Club and provide camps for many students this summer. The Boys and Girls Club is providing four weeks of camps and each week is a different camp for students. The camps allow students to spend a day in Aquaculture, a day in Boat Building, a day in Culinary Arts, and a day in Horticulture. She said the check presentation originally scheduled for this meeting will allow the College to continue offering a summer camp for the Boys and Girls Club.

She highlighted the following from her report:

- On June 1, Carteret CC signed an articulation agreement with UNC-Wilmington's School of Social Work. This is a unique articulation because there are currently 38 out of the 58 community colleges that offer the Human Services Technology associate degrees and none of the 38 colleges have an articulation agreement with a social work bachelor's degree. Carteret has a couple of articulation agreements with private colleges that offer bachelor's degrees in Human Services, but none of the other colleges have the two-years of Human Services at a community college where students take two more years and receive a bachelor's degree in social work. The bachelor's degree in social work can be completed online and allows the student to continue their education and receive a Master's degree in Social Work.



Dr. Mancini said a press release will be coming out soon but UNC-Wilmington has asked that they partner with Carteret on the press release. We expect to receive that release very soon.

- The Respiratory Therapy program received notification last week that the Commission on Accreditation for Respiratory Care (CoARC) has named the program as a distinguished RRT Credentialing Success Award winner. The program will be representing Carteret CC at the National CoARC Conference as one of several distinguished programs.
- In line with one of the questions on the Board Self-Assessment about providing the trustees with more student success data and indicators, the Human Services program has received 100% first-time pass rate on their licensure exam, which is an external licensing exam. The Respiratory Therapy program earned a 100% first-time pass rate on their graduates' licensure exams. The Radiography Program receive 93% first-time pass rate on their licensure exam, and Cosmetology earned an 86% first-time pass rate on their licensure exam. Not all first-time pass rates are available currently, but Dr. Mancini will provide those as they become available.
- At the August Board meeting, Mr. Jonathan Tyndall, Director of Institutional Effectiveness, will present to the trustees the 2021-2022 Performance Measure results. Each year, the state does a performance study on seven key performance indicators across the 58 community colleges. Mr. Tyndall will present the outcomes for Carteret CC. A small percentage of community colleges' state budget is based on how colleges perform on the performance measures indicators.
- The North Carolina Department of Public Safety mandated the implementation of safety checks on campuses as a result of the shooting involving Texas. There are three different agencies performing these checks, and the Probation and Parole Department in Carteret County will perform safety checks at Carteret CC. The department has contacted Mr. Richard Abell, Director of Security at Carteret CC with notification of performing these checks multiple times per week on our campus.
- Finally, the College's *Sound Bytes* podcast for June features former SGA vice president and graduation speaker Orlando Hernandez. Dr. Mancini said Mr. Orlando made the most of his education and leadership opportunities at Carteret CC and wishes him the best in his next chapter at UNC-Chapel Hill.

## **OLD BUSINESS**

### **A. Adverse Weather and Catastrophic Events Policy**

Chair Melodie Darden presented the policy to the Board for its third reading.

There was no discussion.

**Mr. Bill Henderson made a motion to approve the Adverse Weather and Catastrophic Events Policy. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

### **B. 2022-2023 Slate of Officers**

Mr. Robin Comer, Nominations Committee Chair, presented the 2022-2023 Slate of Officers as follows:

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

Mr. Comer opened the floor for nominations. No nominations from the floor were submitted.

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**Mrs. June Fulcher made a motion to approve the 2022-2023 Slate of Officers as follows: Mrs. Melodie Darden, Chair; Dr. Wrenn Johnson, 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 2022-2023 Slate of Officer nominations has now been concluded.

## **BOARD COMMENTS**

Trustee Bill Henderson said Mrs. June Fulcher has been a model for service to our community for thirty-two years. He said he appreciates her service to the Board. He thanked Dr. Matt Zettl for his twelve years of service and his 100% engagement with the Board.

Trustee Doug Starcke echoed Mr. Henderson's comments and thanked Mrs. June Fulcher and Dr. Matt Zettl for setting an example of what leadership looks like. He also thanked Mr. Jeremy Thompson for his presentation.

Dr. Wrenn Johnson also agreed with Mr. Henderson. She also thanked Mr. Thompson for his presentation.

Trustee Mary Charles Jenkins thanked Mrs. June Fulcher and Dr. Matt Zettl for their years of service to the Board. She enjoyed working with Dr. Zettl on the Board Policies and thanked him for the work. She said the "Celebration on the Sound" was amazing and so much fun. She encouraged the trustees to sign up for the Summer Soirees. Mrs. Jenkins said she saw the podcast with Mr. Orlando Hernandez and it was a shining light on what the College is all about.

Trustee Robin Comer thanked Mr. Jeremy Thompson for his presentation. He said he enjoyed Graduation and attended the MaST Early College graduation as well. He said Mrs. June Fulcher has been a beacon for education for a long time, and he thanked her for it. Mr. Comer also thanked Dr. Zettl for his years of service to the Board.

Trustee Comer said on a different note, he had to take some continuing education classes at the College for real estate licensing and taking it at Carteret was the best experience he has had with those classes. However, he said it is difficult and confusing to sign up for continuing education classes. He never received notification to pay and never received a follow up confirming he had signed up. He was never prompted to sign up with a user name and password in order to be reminded of real estate licensure exams.

Mr. Comer asked if the registration process for continuing education classes is a state-wide platform. Dr. Mancini explained that it is, and the state has been trying to replace it for a few years. She said Carteret CC has been on the list for a long time to receive a product called Modern Campus (formerly Destiny One). She said Ms. Logan Okun recognized the registration process needed to be changed and has taken the initiative to work with the Corporate and Community Education division to design a simpler interim "fix" until we get Modern Campus.

Ms. Logan Okun explained the new interim registration process for continuing education classes. She said continuing education classes are now categorized into meta-majors which is the same category process used for curriculum classes. She said the hope is the process will be streamlined to make it easier to navigate until the College receives Modern Campus.

Dr. Mancini commended Ms. Okun on her leadership to come up with a solution. She said this is a great example of why the College is doing so well because we have some really good quality employees who pay attention to customer service.

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Trustee Catherine Parker thanked Mr. Jeremy Thompson for his presentation. She thanked Trustee Zettl for his service and said she worked with Dr. Zettl on the Board Bylaws, the hiring of President John Hauser, and the hiring of Dr. Mancini. Mrs. Parker said she also served as vice chair of the Board with Dr. Zettl and learned so much.

Mrs. Parker also thanked Mrs. June Fulcher for her years of service to the Board and appreciates her honesty and students, faculty and staff advocacy. She thanked Mrs. Fulcher for paving the way for the Carteret County School System.

Trustee Dee Meshaw thanked both Mrs. Fulcher and Dr. Zettl for their years of service to the Board, and said it has been a pleasure working with both for the past two years that she has been on the Board. She said Mrs. Fulcher was one of the first people she met and got the pleasure to work with when she came to Carteret County twenty-four years ago; Mrs. Fulcher served on the Carteret County Board of Education at that time

Chair Darden said when she was in the school system, she did not know Mrs. Fulcher but heard so many good things and that Mrs. Fulcher was a legend. She said people spoke about her sincerity, how she was outspoken, and her advocacy for students. Chair Darden said she knew, without a doubt, that Mrs. Fulcher always has the best interest for Carteret County students.

Chair Darden said Dr. Zettl had been a trusted advisor through many emails and phone calls. She said she will probably still call on him from time-to-time.

Trustee June Fulcher said she has enjoyed her time serving on the Board but that it is time for her to step down and do other things. She said she thinks the College is missing a great opportunity to utilize the Hospitality and Culinary Arts Center to show appreciation for the work the Board of Trustees does. She said the trustees do not receive a stipend for serving, and they spend countless hours serving on the Board. She said honoring them for their service from time-to-time with an event in the Center would show appreciation. She said the community could also benefit more. Finally, Mrs. Fulcher thanked the trustees for their kind words.

Trustee Dr. Matt Zettl also thanked the trustees for their kind words. He also thanked Mrs. Melodie Darden for the fabulous job she has done for the past two years as the Board Chair. He said her leadership and dedication has been inspiring.

Finally, Chair Darden thanked Mr. Jeremy Thompson for his presentation. She said she does not know how the department finds the time to do all that they do. She thanked Dr. Maggie Brown for her introduction of new employees and the information she provides.

### **ADJOURNMENT**

**There being no further business to come before the Board, Mr. Robin Comer made a motion to adjourn the meeting at 6:54 p.m. Mr. Doug Starcke seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

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Tracy J. Mancini, Secretary of the Board of Trustees

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Date

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Melodie Darden, Chair of the Board of Trustees

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Date

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**BOARD OF TRUSTEES  
EMERGENCY MEETING of the BOARD OF TRUSTEES  
MINUTES OF MEETING  
JUNE 22, 2022**

**I. CALL TO ORDER**

Following proper public notification, Mrs. Melodie Darden, Chair of the College's Board of Trustees, called the meeting to order at 4:45 p.m. on Wednesday, June 22, 2022, in the Henry McGee Boardroom, Carteret Community College, Morehead City, North Carolina. The following were present in-person:

**Trustees Present**

Mrs. Melodie Darden, Board Chair  
Mr. Bill Henderson  
Mrs. Mary Charles Jenkins  
Mr. Robin Comer  
Mrs. Catherine Parker  
Mr. Doug Starcke  
Dr. Wrenn Johnson

**Trustees Absent**

Mrs. June Fulcher  
Mrs. Rosa Langston  
Mrs. Dee Meshaw  
Dr. Matt Zettl

**Administration/Others Present**

Dr. Tracy Mancini, President  
Mr. Matt Banko, Vice President of Finance and Administrative Services  
Mr. Perry Harker, Vice President of Corporate and Continuing Education  
Mr. Steve Sparks, Vice President of Operations and Facilities  
Mr. Kevin White, Public Safety Coordinator  
Ms. Logan Okun, Director of Marketing and Public Information  
Mr. Kyle McMilleon, A/V Coordinator

**II. APPROVAL OF THE AGENDA**

Chair Melodie Darden presented the June 22, 2022, agenda for approval by the Board.

**Dr. Wrenn Johnson made a motion to approve the June 22, 2022, agenda as presented. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the notion was unanimously approved by voice vote.**

**III. COMMITTEE REPORT: Buildings and Grounds**

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**Buildings and Grounds Committee Chair Mr. Bill Henderson brought forth a motion from that Committee to approve the 3-1 Capital Improvement request as presented for the purpose of pursuing construction of a fire training tower at 241 Laurel Road, Beaufort. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion passed unanimously by voice vote.**

**IV. ADJOURNMENT**

**There being no further business to discuss, Mr. Robin Comer made a motion to adjourn the meeting at 4:43 p.m. Mrs. Melodie Darden seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

Submitted by:

Dr. Tracy Mancini  
President of Carteret Community College  
Secretary to the Board of Trustees  
June 22, 2022

\_\_\_\_\_  
Tracy J. Mancini, Secretary of the Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Melodie Darden, Chair of the Board of Trustees

\_\_\_\_\_  
Date



# Policy Proposal

Attachment 3

Please complete the Policy Proposal Template below.  
(If you are proposing to make changes to an existing policy, please copy and paste entire policy into the space below and make proposed changes in **RED**. If more space is needed, please attach additional pages to proposal.)

Originator: Amanda Bryant Date Submitted:

New Policy

Revise Existing Policy

**Policy No.:** 2.3.0

**Policy Title:** Employee Leave Policy

**Responsible Division:** Human Resources

**Citation:** N/A

**Signature/ Date Approved:** Board of Trustees XX/XX/XXXX

**SACSCOC:**

**SBCCC: 1C 200.94**

EFFECTIVE \_\_\_\_\_

**Policy Statement:**

The Board believes it is important to make time off from work available to all employees of the College. Regular time away from work is vital for a productive and healthy workforce.

Time away from work can be accomplished through both scheduling of normal hours of operation as well as the availability of designated paid leave or approved periods of leave without pay.

The College President is responsible to establish normal hours of operations as well as for identifying types of paid leave best suited to meeting College objectives for service delivery. The President shall ensure that paid leave types, amounts and procedures comply with regulatory requirements that may be imposed by Federal, State or local laws and regulations, such as the Fair Labor Standards Act, the Family Medical Leave Act, North Carolina Community College State Board Code, the Teacher's and State Employees' Retirement System, North Carolina Worker's Compensation Act, Governor's Executive Order or other laws or rules that may be in keeping with consistency with the State Office of Human Resources. In addition to regulatory compliance, the College President will ensure that scheduling and paid leave types, amounts and procedures are both competitive and equitable in comparison to the local labor market, as well as other State and local governmental employers.

The President, in conjunction with other appropriate administrative professionals shall ensure that procedures are in place for each designated paid leave type.

## Policy Proposal

Please complete the Policy Proposal Template below.  
 (If you are proposing to make changes to an existing policy, please copy and paste the entire policy into the space below and make proposed changes in **RED**. If more space is needed, please attach additional pages to the proposal.)

Originator: Amanda Bryant    Date Submitted: August 1, 2022

New Policy

Revise Existing Policy

Policy No.: <u>2.1.8</u> Policy Title: <u>Total Creditable State Service Policy</u>	
Responsible Division: Human Resources	Citation: 1C SBCCC 400.98(b) & (c)
Signature/ Date Approved: Board of Trustees XX/XX/XXXX	SACSCOC: _____
EFFECTIVE _____	

**Policy Statement:**

It is the policy of the Board to count qualified prior state service in determining eligibility for accrued vacation leave (if applicable), longevity pay and awarding of service awards. Service credited by the College is not the same as service maintained by the Teachers and State Employees Retirement System (TSERS).

Allowable service credit is the grand total of all permanent employment whether designated as probationary, trainee and time-limited time, either full-time or part-time (regularly scheduled 20 hours or more each work week), which an employee has served in State government or other recognized public sector systems as defined by North Carolina Community College State Board Code. Prior service does not have to be continuous. Breaks in service are not counted in the computation for credit. Total State Service time is credited for employment with the following:

- Any State agency (subject to or exempt from the State Human Resources Act);
- Employment with other governmental units which are now state agencies (Examples: county highway maintenance forces, War Manpower Commission, Judicial System);
- Authorized military leave if the employee was actively employed by a qualifying state unit before and after involuntary military leave or after participating in reserve or guard service and training requirements;
- Authorized workers' compensation leave from any of the governmental units for which service credit is granted;
- Employment with the county Agricultural Extension Service, the University of North Carolina System, the Community College System, and the Public School System a school administrative unit of North Carolina, regardless of the source of salary, with the provision that a school year is equivalent to one full year, credit for a partial year is given on a month-for-month basis for the actual months worked; not to exceed a year of credit in a twelve-month period;
- Employment with a local Mental Health, Public Health, Social Services, or Emergency Management agency in North Carolina if such employment is subject to the State Human Resources Act; and/or

- Employment with the General Assembly (except for participants in the Legislative Intern Program and Pages). All of the time, both permanent and temporary, of the employees; and the full legislative terms of the members shall be counted.

As provided in North Carolina Community College State Board Code, allowable service does not include:

- Temporary service, except for service with the General Assembly as provided above.
- Period of out-of-state employment with other states, schools, colleges or universities.
- Periods of employment with agencies of the federal government.
- Periods of military service other than those described above.
- Periods of employment for employers other than the State of North Carolina even though credit may have been purchased in the North Carolina retirement system for such service.

If an employee is in a paid status for on-half or more of the regularly scheduled work days in a month, credit shall be given for the entire month.

**Definition of Terms:**

A break in service is defined as any month in which an individual does not work more than half the available working days of the month for a recognized State entity as defined by policy. This includes unpaid leaves of absence while actively employed, or periods between employment periods, except for periods between academic periods for teachers and faculty.

Pay status is defined as working, exhausting accrued paid leave, including holiday pay, or when on worker's compensation leave or an authorized military leave.

## Policy Proposal

Please complete the Policy Proposal Template below.  
 (If you are proposing to make changes to an existing policy, please copy and paste entire policy into the space below and make proposed changes in **RED**. If more space is needed, please attach additional pages to proposal.)

Originator: Amanda Bryant    Date Submitted: August 1, 2022

New Policy

Revise Existing Policy

Policy No.: <u>2.2.4</u>	Policy Title: <u>Longevity Pay Policy</u>
Responsible Division: Human Resources	Citation: <u>1C SBCCC 400.98</u>
Signature/ Date Approved: Board of Trustees XX/XX/XXXX	SACSCOC: _____
EFFECTIVE <u>11/1/2018</u>	

**Policy Statement:**

Longevity pay is used to recognize the service of long-term employees of Carteret Community College with ten or more years of service. All employees of the College designated as full- and part-time permanent ~~employees of the College~~ shall be eligible for Longevity payments upon completion of ten (10) years of service as defined by the College's Total Creditable State Service Policy. Thereafter, longevity is paid annually per State Board Code of Community Colleges of North Carolina.

The President or designee shall develop procedures to ensure eligibility requirements and payments comply with State Board Code requirements.

## Policy Proposal

Please complete the Policy Proposal Template below.  
(If you are proposing to make changes to an existing policy, please copy and paste entire policy into the space below and make proposed changes in **RED**. If more space is needed, please attach additional pages to proposal.)

Originator: Amanda Bryant Date Submitted: August 1, 2022

New Policy

Revise Existing Policy

Policy No.: <u>2.4.9</u>	Policy Title: <u>Non-reappointment Policy (Employment-At-Will Statement)</u>
Responsible Division: Human Resources	Citation: N/A
Signature/ Date Approved: Board of Trustees XX/XX/XXXX	SACSCOC: _____
EFFECTIVE <u>11/1/2018</u>	

### Policy Statement:

The College strives to provide a satisfying and stable place to work. However, the College recognize that at times, an employee may decide to leave employment or the College may decide to dismiss an employee.

Employees not employed under an employment contract may resign their position at any time for any reason. Likewise, the College recognizes the employment at-will doctrine authorized in North Carolina. Employment at-will simply means that an employer or employee may end employment at any time with or without notice or cause so long as there is not an employment contract or law that protects the employee. Nothing in College policies or other documents shall be interpreted to be in conflict with or to eliminate or modify in any way the employment at-will status of College employees. The only exception to this policy is a written employment contract approved at the discretion of the College President ~~or the Board of Directors~~.

### Definition of Terms:

For purposes of this policy, a contract is a document denoted as a "contract" and is signed by both the employee and the College President ~~or Chairman of the Board of Directors as appropriate~~. The document shall specify terms of the employment arrangement such as the specific time period involved, duties, rate of pay and applicable opt-out provisions.



## Policy Proposal

Please complete the Policy Proposal Template below.  
 (If you are proposing to make changes to an existing policy, please copy and paste entire policy into the space below and make proposed changes in **RED**. If more space is needed, please attach additional pages to proposal.)

Originator: Amanda Bryant    Date Submitted: August 1, 2022

New Policy

Revise Existing Policy

Policy No.: <u>2.2.5</u>	Policy Title: <u>Debt of Employees to Other State Agencies Policy</u>
Responsible Division: Human Resources	Citation: <u>N.C. Gen Stat. § 143-553</u>
Signature/ Date Approved: Board of Trustees XX/XX/XXXX	SACSCOC: _____
EFFECTIVE <u>11/1/2018</u>	

**Policy Statement:**

As provided in N.C. Gen. Stat. §143-553, any individuals employed by a board of trustees of a community college who "owe money to the State and whose salaries are paid in whole or in part by State funds must make full restitution of the amount owed as a condition of continuing employment," except for money owed to the University of North Carolina Health Care System or to East Carolina University's Division of Health Sciences for health care services, as permitted by law.

The President or designee shall develop procedures to ensure compliance with these provisions balanced against due process for affected employees.

**TO:** Carteret Community College Board of Trustees Attachment 8  
**FROM:** Dr. Tracy Mancini, President  
**DATE:** August 3, 2022  
**SUBJECT:** President's Report for August 10, 2022, Board of Trustees Meeting

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The start of another academic year is upon us, and the faculty and staff at Carteret Community College are ready! MaST seniors return to campus on August 9, and all other students return on or after August 15. We look forward to another successful year of serving and empowering our students and coastal community.

Faculty and staff have been busy since the Board of Trustees last met. Some highlights include increased curriculum and continuing education enrollment compared to last summer, fantastic results at the SkillsUSA National Competition (three gold medals!), new "TFA" (Tuition & Fee Assistance) and Beacon marketing campaigns, strong efforts on the part of our Student Services staff to register students for fall, a smooth fiscal year closeout, a weeklong fishing tournament with improved leader board, new and promoted employees, work on several challenging IT projects, and planning/preparation for another great fall semester.

Our "One Door" transition is nearly complete. Curriculum and Continuing Education directors, admissions, enrollment, and registration have successfully merged with Student Services in the McGee Building, and the MAPS Center advisors and tutors will move into renovated space on the second floor of McGee by the end of August. Now, most students and prospective students who want to register and pay for classes at the College – whether curriculum or continuing education – can find the assistance they need at the McGee Building. Human Resources has successfully relocated to the "HR Building" across from the Bryant Student Center.

The short-session budget was signed earlier than in recent years, awarding our faculty and staff a salary increase of 3.5%. This is 1% more than the biennium budget proposed, so it is a welcomed step closer to the System's three-year proposal for improved salaries for community college faculty and staff. The General Assembly also included funds for labor market adjustments, though these come with restrictions. We will wait for our budget package from the System Office and final guidance on the use of the labor market funds before making these adjustments. In the meantime, our Human Resources Department is leading all permanent employees through a review of job descriptions and pay levels/salary ranges so we are prepared to act upon guidance and to award any extra salary increases we can.

The campus looks great for the start of classes. Even with a few folks out, the **Operations and Facilities** crew has spiffed up many campus spaces this summer, including fresh paint, buffed floors, minor office renovations, and improvements to the BLET Building. Our **Horticulture** students and instructor **Nathan Beasley** have nearly finished the "Celebration Square" paver area in front of the Foundation and will be landscaping it and building benches soon. Personalized pavers can be purchased through the Foundation.

We are delighted to report that tuition for North Carolina Community Colleges remains \$76 per credit again this year, helping to make a quality post-secondary education affordable for North Carolina residents.

The College's **Sound Bytes** podcast featuring **Dr. Matt Zettl** aired on July 1, and another dedicated to **Fall Registration** with Student Services Dean **Lewis Stroud**, Financial Aid Director **Brenda Long**, and Director of Recruitment and Admissions **Elizabeth New** started airing the last week of July. I hope you will "share" these podcast links with others.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Perry Harker  
**DATE:** August 2, 2022  
**SUBJECT:** Corporate and Community Education Board Report

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Attachment 9

Basic Skill completed the 2021-2022 performance reporting year on June 30, 2022, and we are confident that we have exceeded the State Performance Measure goal of 43.6%. Our Measurable Skill Gains (performance) percentage as of 7/20/22 is 46%. This is outstanding work by our Basic Skills team! This is the second year in a row that we have met or exceeded the state goal on Measurable Skill Gains for Basic Skills students.

Carteret Community College is continuing our Customized Training project with Parker Offshore by scheduling a Lean Kaizen event to begin in August. Forklift Training will be scheduled in the fall as well as additional classes. The college is also working with Veneer Technologies to establish a training project.

We are working with ApprentenceNC to establish the college as an Apprenticeship Sponsor. In partnership with curriculum programs, we are in discussions with Carteret Health care and Beaufort Hotel in hopes of developing a Healthcare Apprenticeship and a Hospitality Apprenticeship program.

Held two summer enrichment camps, Entrepreneurship, and Camp 911 last month for middle school students. Both camps were well attended and provided the students an opportunity to explore future career paths.

We hosted an Active Shooter training on July 26 and 28 for approximately 140 sworn law enforcement officers at West Carteret High School. The event provides an excellent opportunity for hands-on training in the event of an active shooter.

Several Carteret County Law Enforcement agencies have been approved for additional School Resource Officer (SRO) positions. We will conduct the mandatory 40 hours of SRO training before the first day of school in August.

Started a Medication Aide certification class on August 2. This class is an add-on certification for Nursing Assistant I graduates.

Completed SBC Annual Report 2020-2021, the Center's results: 12 Business Starts, 58 Jobs Created, 24 Jobs Retained, 83 Clients Counseled, and 176 Counseling Hours to support small businesses. In addition, the center hosted 101 seminars with 930 attendees.

The WIOA program served 64 participants during the current program year(21-22PY), 45 of which were newly enrolled in the program this program year. Forty-two credentials were earned by participants and 10 participants completed their Adult High School Diploma or High School Equivalency. On May 5, 2022, the ECWDB awarded the Carteret CC WIOA program \$541, 951 for the 22-23PY. We continue to partner with NCWorks and local employers to provide hiring events, outreach services, and work-based learning opportunities.

Our CDL classes have had visits from JR Schrugel Trucking and Transamerica Trucking this semester. These companies along with CPC Logistics in Rocky Mount are recruiting our students and helping to ensure that anyone who wants a long-haul trucking job has one upon graduation. Also, we have started a Small Engine Repair class with seven students.

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**TO:** Carteret Community College Board of Trustees Attachment 10  
**FROM:** Maggie Brown, Vice President of Instruction and Student Support  
**DATE:** 08/02/22  
**SUBJECT:** Board of Trustee 08/10/22 Meeting

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- The Summer 22 semester was a great success. Enrollment was up by 13.2% over Summer 21, and we had 66 students who completed degrees, diplomas, and certificates by the end of summer.
- Our Academic Program chairs, Deans, and several Lead Instructors participated in an internal Summer Chairs' Academy which consisted of 8, 2 hour sessions on finance, governance, partnerships, enrollments, and student supports. As a result of the professional development, each program will create a program vision, mission, and actionable goals for the 22-23 AY. All program faculty's quarterly performance appraisals will track progress toward the program goals..
- Applications for the first Spring Associate Degree Nursing cohort are now open! These students will be accepted in October and will begin their first semester of the nursing program in January 23. The hospital is fully supportive and is happy to have the opportunity to hire Carteret CC nursing graduates 2 times a year to help fill critical nursing shortages.
- The College, also in partnership with Carteret Health Care is exploring the feasibility of funding a new Surgical Technology program. This will be brought before the BOT Curriculum Review Committee in the coming months. We are exploring grant opportunities in order to cover start-up costs for the potential program.
- Student Funding Updates:  
Along with LongLeaf Complete, LongLeaf Commitment, Free Carteret CC CCP (Dual High School/College) for Fall '22, and Scholarships for 2022-2023, the College has an additional student funding opportunities:
  - Carteret CC has set aside \$200,000 in leftover federal allocations for tuition and fee assistance for students for the Fall '22 semester. To date, we have awarded \$43,000 to students for Fall '22. All state, federal, and local scholarships have been applied prior to this funding being awarded. These students will cover the cost of books and supplies on their own.
- Curriculum Fall classes begin August 15<sup>th</sup>. There is still time for new students to apply and register. We will also have late start and second eight-week classes to accommodate late applicants. At the time of this report, headcount enrollment is up 8.2% over the same day last year. Predicted FTE is up 4.91% over the prediction on this day last year.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Matt Banko, Vice President of Finance & Administrative Services  
**DATE:** August 3, 2022  
**SUBJECT:** Board of Trustee August 10, 2022 Meeting

Attachment 11

## 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
<b>Jul-21</b>	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
<b>Aug-21</b>	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
<b>Sep-21</b>	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
<b>Oct-21</b>	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
<b>Nov-21</b>	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
<b>Dec-21</b>	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
<b>Jan-22</b>	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
<b>Feb-22</b>	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
<b>Mar-22</b>	04/01/22	04/04/22	\$ 446,076.25	04/01/22	04/18/22	\$ 752,124.37	04/01/22	04/04/22	\$ 206,470.09
<b>Apr-22</b>	05/02/22	05/04/22	\$ 827,939.29	05/02/22	05/04/22	\$ 3,276,425.80	05/02/22	05/04/22	\$ 481,860.54
<b>May-22</b>	06/01/22	06/02/22	\$ 443,754.59	06/02/22	06/06/22	\$ 2,250,905.70	06/02/22	06/03/22	\$ 209,109.50
<b>Jun-22</b>	07/01/22	07/08/22	\$ -	07/01/22	07/08/22	\$ 2,866,624.31	07/01/22	07/07/22	\$ 66,490.50

## Expenditure Update

- Expended 97% of the College's state allocation in the 2022 fiscal year
- Approximately \$415K in State funds are expected to be eligible for carry forward into new fiscal year
- County capital projects including BLET Building, Firing Range, and Smith Building renovations are still in progress and the College intends to request a roll forward of unexpended funds
- Institutional capital outlay budget and expenditures were increased due to SCIF funds allocated and spent towards capital improvements in May and June
- Over \$5.5 M of financial aid has been awarded to students in the 2022 fiscal year
- Fiscal year 2023 County appropriation received June 21
- Fiscal year 2023 State allocation expected on August 19
- The College plans to present the Fiscal Year 2023 Budget Resolution at the September Board meeting
- The table on the next page summarizes actual to budget amounts for State, County and Institutional Funds by purpose through year ending June 30, 2022

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State				
	Annual Budget		Actual	% of Budget
1XX Institutional Support	\$ 2,977,628	\$	2,977,485	100.0%
2XX Curriculum Instruction	6,454,454		6,397,648	99.1%
3XX Continuing Education	1,773,199		1,770,009	99.8%
4XX Academic Support	1,059,195		1,059,151	100.0%
5XX Student Support	1,287,320		1,158,893	90.0%
9XX Equipment/Capital	531,269		288,436	54.3%
<b>Totals:</b>	<b>\$ 14,083,065</b>	<b>\$</b>	<b>13,651,622</b>	<b>96.9%</b>

County				
	Annual Budget		Actual	% of Budget
1XX Institutional Support	\$ 353,205	\$	325,679	92.2%
6XX Plant Operations & Maintenance	2,421,795		2,324,727	96.0%
9XX Capital Outlay	1,199,900		484,885	40.4%
<b>Totals:</b>	<b>\$ 3,974,900</b>	<b>\$</b>	<b>3,135,291</b>	<b>78.9%</b>

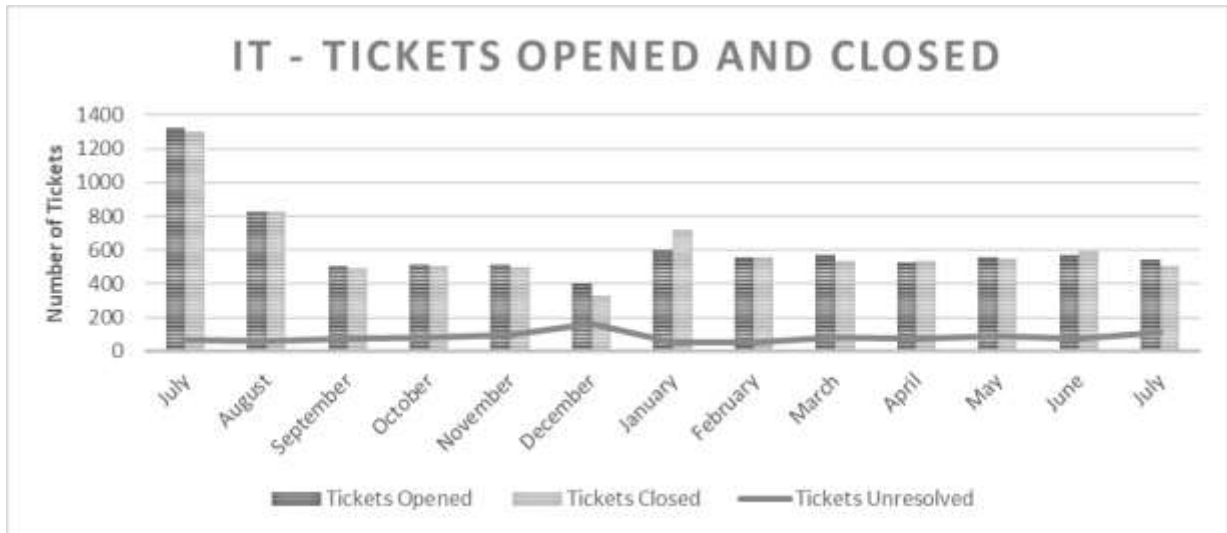
Institutional				
	Annual Budget		Actual	% of Budget
1XX Institutional Support	\$ 1,700,000	\$	1,579,341	92.9%
2XX Curriculum	321,335		378,527	117.8%
3XX Continuing Education	214,640		175,554	81.8%
4XX Academic Support	520,000		473,853	91.1%
5XX Student Support	550,902		597,466	108.5%
7XX Proprietary/Other			66,565	N/A
8XX Student Aid	6,010,050		5,499,923	91.5%
9XX Capital Outlay	1,450,000		1,423,037	98.1%
<b>Totals:</b>	<b>\$ 10,766,927</b>	<b>\$</b>	<b>10,194,266</b>	<b>94.7%</b>

## Campus Information Technology

- Current Projects
  - Planning cloud backup of OpenLMS (CCC's online class platform)
  - Planning the on-campus segment of the 2<sup>nd</sup> round USDA grant
  - Preparing for Destiny One implementation in the Fall for Continuing Education registration
  - Preparing for ADVANSYS (Basic Skills enrollment and reporting system) for December implementation
  - Preparing classroom technology for Fall Semester
  - Performing Active Directory environment maintenance
  
- Table below is a summary of tickets processed through July 31:

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## Emergency Preparedness and Security

- Current and Recent Activity
  - Conducted a traffic study related to campus entrances and exits utilization
  - Provided orientations for High School Equivalence (HSE), and Adult High School (AHS)
  - Spoke at Medical Services program
  - Attended active shooter / rapid deployment training held at West Carteret High School
  - Developing drills and training for near term and long term

## COVID-19/HEERF Funding

- Table below is an update on HEERF funding, expenditures and remaining balance:

	Student Emergency Relief	Institutional Portion COVID-19 Emergency Relief Grant	Strengthening Institution Program (SIP)	Supplemental Assistance to Institutions of Higher Education Program (SAIHE)
<b>Deadline to Spend Funds</b>	June 30, 2023	June 30, 2023	June 30, 2023	June 30, 2023
<b>Total Award</b>	\$2,455,407	\$3,172,304	\$242,415	\$484,461
<b>Total Funds Spent (as of July 31, 2022)</b>	\$2,424,980	\$2,246,900	\$242,415	\$277,784
<b>Remaining Funds</b>	\$30,427	\$925,404	\$0	\$206,677

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**TO:** Carteret Community College Board of Trustees Attachment 12  
**FROM:** Steve Sparks, Vice President, Operations and Facilities  
**DATE:** August 1, 2022  
**SUBJECT:** Board of Trustee August 10, 2022 Meeting Date

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- The BLET renovation continues to see progress toward completion. The college and contractor have a plan that will enable classes to be conducted in the building while a few items having supply chain issues are completed.
- The soil erosion permit will soon be submitted for the new firing range. Subsurface and geotechnical engineering will be taking place in August. This engineering is needed to prevent slope failure by exploring below the areas where the berms will be located and to assess the site material for possible use on the berms. Engineering will be needed to install a road or parking area. The engineer will also test all soils brought to the construction site.
- The Civic Center elevator interior cab upfit and flooring has been completed. The exterior plaque and call buttons will be replaced soon.
- The McGee second floor renovation progress is going as planned. Two cased openings are being created to link two existing classrooms. A storage pantry area, two offices and a sliding glass door entry to the area is also being created. Classrooms 203 and 205 will again be divided by a separation wall. Insulation for sound proofing, new lighting, receptacles, and ceiling tile are being added. The McGee second floor (north side of the hallway) renovation is to relocate the MAPS Center.
- Curtis roofing was the lowest confident bidder for the Civic Center/Smith building roof replacement. The base bid and alternate G-3 (Safety railing and hatch replacement) was voted on by the Buildings and Grounds Committee. Insulation and fasteners are seeing shipping delays of 8 months or more. The contractor will have 75 days to complete the project from the commencement date.
- Phase III, the final phase of the trail will be released for bid in August. Phase III will begin by the east side of NCMARTEC follow around the building parking lot, down Banks Street heading west. Then it will cross Banks Street at our west property line and move north to the existing sidewalk on Arendell by the Automotive Building.
- Routine and Preventative Maintenance is ongoing.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Brenda Reash, Executive Director Foundation  
**DATE:** August 1, 2022  
**SUBJECT:** Board of Trustee August 10, 2022 Meeting  
Date

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Attachment 13

**Capital Campaign** – To-date \$4,233,139 has been raised/pledged.

2021-2022 Year-End Report: Event Fundraising and Donation & Resale Program revenue for this fiscal year is totaled \$465,328; 128.4% of total year budget goal (over budget goal). Donor advised funds for this fiscal year included Endowment fund donations totaled \$313,732. Capital Campaign funds raised for the fiscal year totaled \$917,040 (new gifts and pledge payments). Annual Scholarship funds raised totaled \$42,510. Other temporary restricted funds raised totaled \$108,050.

**Community Relationship and Current Activities:**

Foundation Board of Directors Governance Committee review and recommended new members:

- Mary Prager, Beaufort
- Averi Henderson Linderman, Morehead City
- Lynn Eury, Beaufort
- Heather Sanderson, Newport
- Linda Gould, Newport
- Sherrill Moraven, Newport

Board Member terms that ended:

- Daniel Fischler
- Wanda Bennett
- Bubba Sanderson
- Keith Walker
- Nonnie Dillehay
- Myrna Eure

New endowed scholarship was established: Brian Vincent Larson Aquaculture Scholarship, first award, fall of 2023.

New annual scholarships established:

- Beaufort Wine and Food Culinary Scholarship, will support three students annually, all tuition, fees, books, and equipment for two years.
- Morehead City Lookout Rotary Club Scholarship - \$1,968 for a student in any of the Health Science programs.

**2022 EVENT HIGHLIGHTS**

- The 15<sup>th</sup> Annual Spanish Mackerel & Dolphin Fishing Tournament was July 9<sup>th</sup> – July 16<sup>th</sup>. A new format was in place this year as fishing was open for 8 days and teams could weigh in at five weigh stations located throughout Carteret and Onslow counties. The addition of an online leaderboard allowed teams to see results in real time. 43 boats and 190 anglers participated in the event. Prizes were distributed to winners at an Awards Party held on July 17<sup>th</sup>. A complete list of winners can be found online at [Carteret.edu/smt](http://Carteret.edu/smt).
- The Foundation hosted 2 Savour the Summer Soiree Dinners in June and July. The June dinner featured food and drinks from Blue Moon Bistro, while the July dinner featured a pairing between Whiskey Bravo's Coastal Chophouse and Crystal Coast Brewing Company.

**UPCOMING EVENTS**

**Savour the Summer Soiree Dinner Series**

Don't miss out on our final Savour the Summer Soiree this year. The last dinner is **Monday, September 12<sup>th</sup> at 6:00pm** at the Hospitality & Culinary Arts Center and features the pairing of **34° North Restaurant & Shortway Brewing Company**. The soiree also features live music and a silent auction. Tickets are on sale at [Carteret.edu/foundation](http://Carteret.edu/foundation).

**27<sup>th</sup> Annual Carteret Community College Golf Tournament presented by TransImpact  
Friday, October 14<sup>th</sup> – Crystal Coast Country Club**

Registrations are open for the 27<sup>th</sup> Annual Golf Tournament. This year's tournament has both morning and afternoon tee times. Visit [www.carteret.edu/golf](http://www.carteret.edu/golf) to register and for more information.

**GRANTS**

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

Grantor	Purpose	Amount Requested	Pending	Awarded	Not Awarded
Racial Equity for Adult Credentials in Higher Ed (REACH)	initiative to support colleges in increasing credential completion for adults from communities of color in North Carolina	The \$500,000 from the Lumina foundation will be distributed to participating NCCCS after a needs assessment is complete.		The \$500,000 from the Lumina foundation will be distributed to participating NCCCS after a needs assessment is complete.	
NRA State Grant	Turning Target System for firing range	\$140,000	\$140,000		
Beaufort Ole-Towne Rotary	capital campaign	\$5,000		\$5,000	
Cannon Foundation	Walking Trail	\$216,000		\$125,000	
Bass Pro Shops	Walking Trail	\$100,000	\$100,000		\$100,000
PB Mares	SBC	\$10,000		\$10,000	
Adult Education and Family Literacy Act Digital Navigator Network	Basic Skills	\$20,594		\$20,000	
NC Career Coach Data Collection	Student Services Admissions for work with CCP Students	\$2,100		\$2,100	
NCDOT Highway Construction Trades Academy Letter of Interest	Establish Highway Construction Trades Academy	\$367,432	\$367,432		
Dollar General Foundation	Basic Skills	\$4,417		\$4,000	
Department of Labor Strengthening Community Colleges Training Grants	Fund the Step-Up program	\$4,987,540	\$4,987,540		
Golden LEAF CBDI Initiative Initial Proposal	Fund Health Sciences Staffing Needs and Equipment	\$953,000	\$953,000		
\$4 Million Employer and Community College Partnership Challenge - Strada Grant	To establish a Surgical Technology program at the college using facilities at Carteret Health Care	\$400,000	\$400,000		
Longleaf Underserved Outreach & Advising Project Grant	Retention Success Coach for minority and at-risk students	\$59,830	\$59,830		
Big Rock Blue Marlin Tournament Grant	Purchase an ambulance, AV equipment to outfit the ambulance, and AV equipment to pilot a program with local fire departments and Emergency Medical Services	\$214,303	\$214,303		
<b>Totals</b>		<b>\$7,480,217</b>	<b>\$ 7,222,105.29</b>	<b>\$166,100</b>	<b>\$100,000</b>

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Amanda Bryant, HR Director  
**DATE:** August 2, 2022  
**SUBJECT:** Board of Trustee August 2022 Meeting

Attachment 14

**Recruiting/Hiring\***

Position	Replacing	Status
Custodian	New	Reposted; closing 6/30
Office Manager, TRiO	Nancy Van Doren	Interviews 7/28; referral to Dr. Mancini pending
CCED Administrative Assistant (2)	Connie Carraway/Kim Waters	Tina Futrell (internal transfer); Jeanne Oden – 7/1
Nursing Instructor (12-month) (2)	New	Pending 2 <sup>nd</sup> interviews w/Dr. Mancini as of 8/1
NC Works Career Coach	Rhonda Bagshaw	Interviews 8/2
Chair, Special Programs	New	Clay Bochnovic DOH 8/1
Executive Assistant	Jo Ann Cannon	Interviews 8/1 & 3
Network & Security Administrator	Chris Jacobs	Posting closed 7/31; two unqualified candidates; reposting
Cosmetology Instructor	Sherri Miller	Adjuncts for fall with posting to come for 1/2/23 start date

\*Excludes Adjunct part-time, temporary job postings

**Historical Data:**

Fiscal Year	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017
New Permanent Hires	3	28	26	17	27	5	12
Internal Transfer/Promo	1	6	7	7	1	6	3
<b>Total Hires</b>	<b>4</b>	<b>34</b>	<b>33</b>	<b>24</b>	<b>28</b>	<b>11</b>	<b>15</b>
Retirement	0	11	9	4	2	4	4
Resignation	2	13	9	12	14	5	11
Involuntary resignation	0	3	6	2	3	1	3
<b>Total Terms</b>	<b>3</b>	<b>27</b>	<b>24</b>	<b>18</b>	<b>19</b>	<b>10</b>	<b>18</b>

**Employee Headcount and Turnover**

July Headcount		July Turnover	FY22 Turnover	Turnover Rate
F/T Perm Faculty	62	1.21%	16.36%	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%
<b>Total Perm</b>	<b>164</b>			FY17: 10.98%
<b>Total Payroll</b>	<b>268</b>			

**Recent Employee Departures**

Position	Name	Date
Administrative Assistant, CCED	Connie Carraway	6/30
Network & Security Administrator	Chris Jacobs	7/5
Instructor, Cosmetology	Sherri Miller	7/13

**Additional Item:**

Completed job description and pay leveling review of 12 of 87 unique staff positions; Phase I of the internal salary study.

Planned August PINK Days

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**TO:** Carteret Community College Board of Trustees Attachment 15  
**FROM:** Christine Turner, FEC Chair  
**DATE:** August 10, 2022  
**SUBJECT:** Board of Trustee \_\_\_August 2022\_\_\_\_\_ Meeting

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Esteemed Members of The Board,

Faculty have enjoyed the summer break and have been gearing up for a successful fall semester. We would like to thank DE and administration for their efforts at bringing the Respondus Secure Testing browser back for faculty use. We look forward to implementing it back into online courses.

We hope to have additional updates for the next BOT meeting once we are all back on campus.

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 Attachment 16  
**FROM:** Bianca Abell, SEC – Staff Executive Committee Chair  
**DATE:** August 10, 2022  
**SUBJECT:** Board of Trustee August 10, 2022 Meeting

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SEC - Staff Executive Committee Officers for July 2022 - June 2023

Chair - Bianca Abell, Secretary - Devon Willis

The Staff Executive Committee did not hold meetings during the months of June and July of 2022, however in June SEC committee held election of officers for the 2022 – 2024 Academic Years. The officers for the upcoming academic year 2022-2023 are:

Chair – Bianca Abell

Co-Chair – Ed Ladenburger

Secretary – Devon Willis

The SEC leadership team met with Dr. Mancini in June to discuss ways to build up SEC and to have a greater sense of the SEC community. We will be moving forward with working on the Bylaws for SEC and select members to form a committee to do this. And during our monthly meetings will select two departments and have them do a presentation about who they are and what do they do since we are becoming One Door/One College. This will give us insight about each department as we build a community. In addition, at each SEC meeting we will have team building exercises which will be hands on. This will encourage more participation and continue to build our SEC community.

The next Staff Executive Committee meeting will be Friday, August 19, 2022 at 11:00 AM in Joslyn Hall.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Barbara Patenaude, Vice President, SGA  
**DATE:** 8/02/2022  
**SUBJECT:** Board of Trustee \_\_\_\_8/10/2022\_\_\_\_ Meeting

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Attachment 17

1. The Summer Picnic was successfully held on July 6<sup>th</sup>. Fat fellas catered and the SGA Board served students and faculty. One raffle winner received a cooler stuffed with summer items.
2. To welcome students back we will hold a Back-to-School Breakfast on August 15 & 16 where Sweet Beans will supply coffee and we will have pastries, bagels, and fruit available to students in the morning in the Bryant building and the MAPS Center.
3. On August 22<sup>nd</sup> we will hold the Back-to-School Bash where there will be food trucks available to students and faculty.
4. The SGA is currently planning Fall Fest which will be held on October 5, 2022.
5. Our next meeting is scheduled for August 8, 2022.

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