



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, August 9, 2023, at 9:00 AM, Hospitality & Culinary Arts Center**

AGENDA			
I.	*	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.		ACKNOWLEDGEMENT OF NEW TRUSTEES ROGERS, ALNIMER	Chair Melodie Darden
III.		FOUNDATION CHECK PRESENTATION A. Beaufort Wine & Food	Chair Darden Ms. Lindsey Parker
IV.	*	APPROVAL OF AGENDA	Chair Darden
V.	*	APPROVAL OF MINUTES (June 14, 2023 Attachment 1 ; July 27, 2023 Attachment 2)	Chair Darden
VI.		CHAIR REPORT	Chair Darden
VII.		NEW BUSINESS A. 2023-2024 Committee Assignments	Chair Darden
	*	B. 2023-2024 Nominations Committee Members Election C. Paid Parental Leave	Chair Darden Dr. Mancini
VIII.		NEW EMPLOYEES A. Kevin Daniels B. Merianne Grigoriuc C. Chuck Powell D. Chef Rochelle Wert	Chair Darden Mr. Perry Harker Dr. Maggie Brown
IX.		PRESENTATION A. Student Success Metrics	Chair Darden Mr. Jonathan Tyndall
X.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 3,4,5,6,7,8,9,10,11) C. Student Government Association	Chair Darden Ms. Brenda Reash Trustee Penny Hooper Dr. Mancini Ms. Lina Alnimer
XI.		BOARD COMMENTS	Chair Darden/Trustees
XII.	*	ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATE	EVENT	TIME	LOCATION
August 15, 2023	Fall semester begins		
September 4, 2023	Labor Day, College closed		



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October 13, 2023	28 th Annual Carteret CC Golf Tournament, for more information, click here	8:00 a.m.	Crystal Coast Country Club, Pine Knoll Shores
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CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

JUNE 14, 2023

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 9:00 a.m. on June 14, 2023, at the Henry J. McGee Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mrs. Melodie Darden, Chair
Dr. Wrenn Johnson, Vice Chair
Mr. Doug Brady
Mr. Robin Comer
Mr. Bill Henderson

Mrs. Mary Charles Jenkins
Mrs. Rosa Langston
Mrs. Dee Meshaw
Mr. Doug Starcke (Zoom)

Trustees Absent

Mrs. Penny Hooper
Mrs. Catherine Parker

Administration Present

Dr. Tracy Mancini
Mr. Perry Harker
Mr. Matt Banko
Mrs. Cindi Goodwin
Ms. Brenda Reash
Ms. Logan Okun
Mrs. Laura Sullivan

President
Vice President, Corporate and Community Education
Vice President, Finance and Administrative Services
Director, Operations and Facilities
Executive Director, Foundation
Director, Marketing and Public Information
Executive Assistant to the President

College Employees Present

Mrs. Bianca Abell
Mr. Richard Abell
Mr. Billy Hurley
Mr. Jared Jones

Chair, Staff Executive Committee
Director, Security and Emergency Preparedness
Co-Chair, Faculty Executive Committee
Youth Camps Community Coordinator



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Guests Present

Mr. Lukas Weygoldt	Veneer Tech
Mr. PJ Gardner	Veneer Tech

A. Ethics Reminder

Chair Melodie Darden reminded members of the Board of the ethical requirements for public servants and requested that members identify conflicts or potential conflicts of interest with respect to any item on the agenda. No board member expressed any potential or actual conflicts of interest.

FOUNDATION CHECK PRESENTATION

Chair Melodie Darden introduced Mr. Lukas Weygoldt and Mr. PJ Gardner from Veneer Technologies. The leadership team and associates at Veneer Technologies authorized an unrestricted contribution of \$5,000 to support scholarships at Carteret CC. The Visionaries Team at Veneer Technologies hopes to make this an annual recurring donation.

APPROVAL OF AMENDED AGENDA

Chair Darden presented the June 14, 2023, amended agenda for approval by the Board. The agenda was amended to remove the Presentation and add the Finance Committee Continuing Resolution.

Trustee Dee Meshaw made a motion to approve the June 14, 2023, agenda as amended. Trustee Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF MINUTES

Chair Darden presented the May 10, 2023, minutes for approval by the Board. Trustee Mary Charles Jenkins commented under the Chair Report that Trustee Johnson had attended the luncheon not Trustee Starcke and that Trustee Henderson should be added as an attendee at that luncheon. Chair Darden asked for a motion to approve the corrected minutes.

Trustee Doug Brady made a motion to approve the corrected minutes for May 10, 2023. Trustee Wrenn Johnson seconded the motion. Without further discussion, the motion passed unanimously.

CHAIR REPORT

Chair Darden thanked everyone for their attendance and support at the graduation week events. She and Trustees Henderson and Jenkins attended the C-STEP reception before Awards Night on May 11, 2023. After the C-STEP reception, they attended the Awards Night ceremony where they presented the



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Barwick Award to Mrs. Janet Eshleman. Chair Darden commented that most of the Trustees attended Graduation and she appreciated Trustee Emeritus Mike Curtis delivering the keynote address. She commented that Student Government Association President gave an inspiring speech.

Chair Darden thanked Trustee Mary Charles Jenkins for volunteering at Celebration on the Sound on May 13, 2023.

Chair Darden said that the first Savour the Summer Soiree had really set the bar for fine dining, drink, and good company. The event took place June 5, 2023 and it featured Amos Mosquitos and Bogue Sound Distillery. Trustees Jenkins, Brady, and Darden attended. The next Savour the Summer Soiree is August 7, 2023, and will feature SoundSide Restaurant and the Island Grille paired with Tryon Distributing.

Chair Darden announced that Trustee Wrenn Johnson had been reappointed by the Carteret County Commissioners. The Board of Education has also reappointed Trustee Bill Henderson and has appointed Will Rogers to replace deceased Trustee David Long. Chair Darden handed out to trustees the letter she submitted for the reappointments and the history of the College. She also advised the trustees that there is a seminar in Wilmington August 30-September 1. Any of the trustees are welcome to attend and if interested in attending, let Mrs. Laura Sullivan know.

NEW EMPLOYEES

Ms. Logan Okun introduced new employee, Jared Jones. Mr. Jones is the Youth Camps Community Coordinator. His position is grant-funded. Mr. Jones said a few words about himself to the Board.

NEW BUSINESS

A. Consideration of 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.

Trustee Mary Charles Jenkins made a motion to cancel the July 12, 2023, Board meeting. Trustee Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

COMMITTEE REPORTS

A. Personnel, Policies, and Bylaws

Trustee Mary Charles Jenkins reviewed the Board Self-Assessment with the trustees. The trustees read through the assessment and there were some comments from the Board.



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B. Curriculum and Student Support

Dr. Tracy Mancini explained the course and curriculum fees for 2023-2024. Some of the fees were increasing due to the costs of supplies. There was some discussion from the trustees.

Trustee Doug Brady made a motion to approve the Course and Curriculum Fees as presented for the 2023-2024 Academic Year. Trustee Robin Comer seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Dr. Mancini said the committee recommended the Graduation Fee increase from three dollars to five dollars per semester.

Trustee Mary Charles Jenkins made a motion to change the Graduation Fee from three dollars to five dollars per semester. Trustee Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Mr. Perry Harker explained the Continuing Education Fees to the Board and advised the trustees that the increases were directly tied to consumables. There was some discussion from the Board.

Trustee Dee Meshaw made a motion to approve the Continuing Education Fees increases. Trustee Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Dr. Mancini explained the Live Project Fees. There was no discussion.

Trustee Brady made a motion to approve the Live Project Fees. Trustee Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Trustee Rosa Langston explained the changes for the 2024-2025 Academic Calendar. Dr. Mancini added that Spring Break would be aligning with the Public Schools in accordance with the survey that Dr. Maggie Brown conducted.

Trustee Mary Charles Jenkins made a motion to approve the 2024-2025 Academic Calendar. Trustee Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

C. Buildings and Grounds

1. Shoreline and Greenhouse Closeouts

Trustee Bill Henderson explained the Shoreline and Greenhouse Closeouts. All the work on both the Shoreline and the Greenhouse has been completed. There was no discussion.



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A motion was made from the Buildings and Grounds Committee to approve the 3-1 Closeouts of the Shoreline and Greenhouse. The motion was unanimously approved by voice vote.

2. Open-End Design

Trustee Henderson advised the Board the College is considering an Open-End Design agreement. This is fairly new to the College and he explained to the Board the process and the purpose for having an Open-End Design agreement. It would cut down on time for small projects or needs for the College. The Buildings and Grounds Committee authorized Dr. Mancini and her team to select one of the two architecture firms that had been interviewed and vetted. The Buildings and Grounds Committee also asked that the College extend invitations to local firms to establish a seconded agreement sometime in the new fiscal year. There was some discussion between the Board and Dr. Mancini.

D. Finance

Trustee Dee Meshaw briefly summarized the 2024 Continuing Resolution to enable spending of state funds in accordance with last year's budget until a 2023-2024 state budget is approved. There were questions from the Board, Dr. Mancini, and Mr. Matt Banko.

Trustee Rosa Langston made a motion to approve the 2024 Continuing Resolution as presented. Trustee Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

OTHER REPORTS

A. Foundation Liaison

Trustee Jenkins reported that the 16th Annual Carteret Community College Spanish Mackerel and Dolphin Fishing Tournament will take place July 8-15, 2023. Volunteers are needed for this event. Trustee Jenkins said there is one more Savour the Summer Soiree on August 7, 2023. She announced that the 60th Anniversary Diamond Bash will be September 29, 2023 and more information will be sent out. Trustee Jenkins reminded the Board of the Private Concert on June 29, 2023, at Joslyn Hall which is the 60th Anniversary Project to renew Joslyn Hall.

B. President's and Executive Leadership Council Reports

Dr. Mancini thanked the trustees for their participation at Awards Night and Graduation and said there were 195 students had signed up to walk in the commencement exercises. She was delighted that NC Representative Celeste Cairns and State Board of Community Colleges Member Ann Whitford joined the Trustees, vice presidents, and deans in the stage party. Both the keynote speaker, Trustee Emeritus Mike Curtis, and the student speakers, Tony Pile and Nicholas Pratt, were inspiring.



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Dr. Mancini reported summer 2023 enrollment is up approximately 17% from last summer; Basic Skills enrollment grew by 13% from the previous spring; and Occupational Extension/CCED enrollment grew by 23% over the same period.

Dr. Mancini said the 60th Anniversary Kickoff will be July 11, 2023, at 4:00 p.m. in the Sound Garden. There will be speakers to begin the celebration and refreshments will be served. She mentioned the next event for the 60th Anniversary will be the Diamond Bash on September 29, 2023. The year of celebration will end with Graduation 2024.

OLD BUSINESS

A. 2023-2024 Election of Officers

Trustee Henderson advised the Board the Nominations Committee met last month and recommended the names below. The nominations were presented at the May 10, 2023, Board meeting for 2023-2024. The nominations are as follows:

- | | |
|--------------------------|---------------------|
| • Trustee Melodie Darden | Chair |
| • Trustee Wrenn Johnson | Vice Chair |
| • Dr. Tracy Mancini | Secretary |
| • Mrs. Laura Sullivan | Assistant Secretary |

Chair Darden asked if there were any other nominations. There were no other nominations.

Chair Darden asked for a motion to close the nominations.

Trustee Jenkins made a motion to close the nominations. Trustee Brady seconded the motion. Without further discussion, the motion was unanimously approved by voice vote. Trustee Henderson announced the officers were elected by acclamation.

Chair Darden said the first thing she would be working on would be committee assignments.

BOARD COMMENTS

Trustee Henderson said the Foundation Events and the 60th events sound exciting. He appreciated that everyone completed the Board Self-Assessment.

Trustee Comer appreciates the College is moving forward with fundraising and the summer enrollment is up.

Trustee Jenkins thanked Chair Darden, Trustee Johnson, Dr. Mancini, and Mrs. Sullivan for all their hard work and for continuing to serve next year as the officers of the Board. She commented she is looking forward to the June 29, 2023, event at Joslyn Hall.



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Trustee Langston is excited about the increases in summer enrollment and thankful for great committees and all their work in getting the job done.

Trustee Starcke appreciates the flexibility to join on Zoom. He was grateful for Veneer Tech and their donation.

Trustee Brady said he was very proud of what goes on here at the College. Thanks to Chair Darden and Trustee Jenkins for their leadership and congratulation to Trustee Henderson for his reappointment and his knowledge.

Trustee Dee Meshaw commented she agrees with all the comments that have been made.

Trustee Johnson said she agreed with all the comments, too. She said it sounds like an exciting summer and is hopeful the College can raise money for Joslyn Hall.

Chair Darden said she was impressed with the SkillsUSA kids. The College sends many students and they come back winners. She believes Bena Weires should also get credit for the success of these students. Chair Darden also encouraged the Board to attend committee meetings even if they were not a member because that is where everything happens.

ADJOURNMENT

There being no further business, Trustee Wrenn Johnson made a motion to adjourn at 10:11 a.m. Trustee Mary Charles Jenkins seconded the motion. The motion passed by voice vote.

Submitted by:

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

Melodie Darden, Chair of the Board of Trustees

Date

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

Date

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Attachment 2

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

SPECIAL BOARD MEETING

MINUTES OF MEETING

JULY 27, 2023

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 4:00 p.m. on July 27, 2023, via Zoom. The following were present via Zoom:

Trustees Present

Mrs. Melodie Darden, Chair
Mr. Robin Comer
Mr. Bill Henderson
Mrs. Mary Charles Jenkins
Mrs. Rosa Langston

Mrs. Catherine Parker
Mr. Will Rogers
Mr. Doug Starcke

Trustees Absent

Dr. Wrenn Johnson, Vice Chair
Mr. Doug Brady
Mrs. Penny Hooper
Mrs. Dee Meshaw

Administration Present

Dr. Tracy Mancini
Mrs. Cindi Goodwin
Mrs. Donna Cumbie
Mrs. Laura Sullivan

President
Director, Operations and Facilities
Interim Vice President, Finance and Administrative Services
Executive Assistant to the President

A. ETHICS REMINDER

Chair Melodie Darden reminded members of the Board of the ethical requirements for public servants and requested that members identify conflicts or potential conflicts of interest with respect to any item on the agenda. No board member expressed any potential or actual conflicts of interest.



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FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
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APPROVAL OF AGENDA

Chair Darden presented the July 27, 2023, agenda for approval by the Board.

Trustee Mary Charles Jenkins made a motion to approve the agenda as presented. Trustee Robin Comer seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CONSIDER PROPOSED CHANGE ORDER FOR CIVIC CENTER/SMITH ROOF REPLACEMENT

Dr. Mancini explained the change order for the roof replacement on the Civic Center/Smith Building. There was some discussion between the Board, Mrs. Cindi Goodwin, and Dr. Mancini. The order would add \$81,853 to the originally approved project. \$16,853 will come from the project's contingency funds and \$65,000 will come from the college's county budget. The substance of the change order was the addition of a wooden nailer around the perimeter of the Smith Building and Civic Center to appropriately fasten the metal casing of the new roof over the parapet in order to obtain a 20-year warranty from the manufacturer for 150 mph winds.

Trustee Robin Comer made a motion to approve the change order for the roof replacement on the Civic Center/Smith Building. Trustee Bill Henderson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

ADJOURNMENT

There being no further business, Trustee Comer made a motion to adjourn. Trustee Starcke seconded the motion. The motion passed unanimously by voice vote.

Submitted by:

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

Melodie Darden, Chair of the Board of Trustees

Date

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

Date

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Attachment 3

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: August 3, 2023
SUBJECT: Board of Trustees August 9, 2023, Meeting

Since we last met in June, Carteret Community College celebrated its **60th Birthday**. On July 11, students, alumni, faculty, staff, retirees, trustees, foundation directors, and community partners gathered in the Sound Garden to launch a year of celebration and a campaign to update Joslyn Hall. Commissioner David Quinn read a resolution from the Carteret County Board of Commissioners naming July 11, 2023, Carteret Community College Day, and Morehead City Mayor Jerry Jones delivered a proclamation plaque honoring the College for 60 years of service. Other speakers included Board Chair Melodie Darden, Trustee Bill Henderson, Trustee Emeritus Mike Curtis, VP Perry Harker, student Tony Pile, and alumna Jenmikia Gay. The goal for the Joslyn Hall campaign is to raise \$304,000 and complete auditorium updates by the 60th Commencement Exercises in May 2024. To date, the campaign has raised more than \$180,000.

Over the summer, Baking & Pastry student **Amelia Lier** earned a **silver medal in Customer Service** at the **National SkillsUSA** competition in Atlanta, and Automotive student **Lexus Sosa** earned a **bronze medal in Mobile Electronics Installation**. The 2023 Health Sciences graduates made us proud, with **100% licensure pass rates** in Nursing, Radiography, Respiratory Therapy, and Paramedic and 100% of Human Services graduates employed and enrolled in bachelor's degree programs.

The **Eastern Carolina Workforce Development Board** recognized WIOA students **Mauricio Coca Jr.**, a Radiography Technology graduate, and **Even Sewell**, who earned his high school equivalency and is starting Basic Law Enforcement Training, with regional Workforce Development Awards for outstanding accomplishments.

All full-time faculty and staff participated on May 18 in a special information session on **CyberSecurity** and refresher on campus **security and active shooter protocols**. All faculty and staff will have completed a series of **KnowBe4** CyberSecurity online training modules by August 15. The College's IT Department is participating in a NC Community College System pilot program for CrowdStrike monitoring services and is implementing required **Gramm Leach Bliley Act (GLBA) controls** to ensure privacy, security, and confidentiality of student records containing non-public customer information. The Board will hear a report on these controls later in the fall.



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Of note in **Mr. Harker's report** are the two summer academies the College is piloting: an eight-week **Construction Academy** for which students pay no tuition and receive a \$750 stipend when they complete the first four weeks, and a **Renewable Energy Academy** focusing on wind energy and electrical training for an emerging industry. Grant funds cover up to 100% of registration and course material costs. Students in the program are paid \$10/hour for class time.

Dr. Brown attended a **SACSCOC summer institute** to prepare for the College's **Fifth-Year Report**, due Fall 2025. She has begun working with Jonathan Tyndall and her staff on preliminary planning for that important and significant report. The Board will hear more on this as preparations progress.

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Attachment 4

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 8/1/2023
SUBJECT: Corporate and Community Education August Board Report

The Eastern Carolina Workforce Development Board recognized two Carteret Community College WIOA programs students with regional Workforce Development Awards for outstanding accomplishments. Mauricio Coca Jr., a Radiography Technology graduate, received the Outstanding Adult Award. Even Sewell earned his high school equivalency certificate at the college and will enroll in the Basic Law Enforcement Technology program, receiving the Outstanding Young Adult Award.

We completed the second Scott Eckholdt Camp the last week of July. Three local foundations donated the funds for the second year of the camp focused on underserved middle school students. We served 60-plus middle school-aged students at no cost to the students or their families.

Basic Skills went live with the Adult Education Management System Advansys in May 2023. All 58 North Carolina Community Colleges are now using the new system designed to meet all requirements for the National Reporting System for Adult Education. The Basic Skills staff will continue with ongoing training throughout the fall semester. Training for adjuncts will begin in mid-August.

Kevin Daniels started with the college as Director of Business & Industry on July 24. Mr. Daniels will coordinate our Human Resource Development, customized training, and apprenticeship programs.

We have scheduled School Resource Officer (SRO) certification training for local law enforcement agencies in mid-August. We are also piloting a new online Criminal Justice Leadership Academy for our local department staff.

The college received grant funding to develop a Living Shoreline Academy. Through the grant, we are developing methods to propagate and grow seagrass, developing a curriculum for vegetation & landscaping used shoreside in living shorelines. We are collaborating with Aquaculture, Horticulture, NC Sea Grant, ECU, NC Coastal Federation, and many others to develop a certification course on constructing Living Shorelines. The first primer course will begin in early November 2023. When students complete all courses in the academy series, students will attain the Living Shoreline Academy Credential.



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A former student, Mr. Victor Fasolino, donated a ShopBot Computer Numerical Control (CNC) machine to MARTEC via the Foundation. This 3-axis CNC router will support the Modern Woodworking with CAD & CNC course and other marine training and projects in MARTEC.

The site prep for the Training Facility is moving forward with the footers for the structure. The structure is scheduled for delivery later this month. We are excited to begin offering classes at the new facility.

The Small Business Center hosted a Small Business Vendor fair in June; it was a huge success, with more than 80 vendors on site, six food trucks, and live music. We received very positive feedback from the vendors. We thank the more than 20 college volunteers who assisted with the vendor fair.

Carteret Community College ran our first online Notary Public Certification course last month. Carteret CC is one of two community colleges in the state offering this course online.

The SBC and a group of local supporters are working with Walter Steele, President of the Carteret County Historical Society, to aid in the History Museums' new exhibit highlighting the history of businesses in Carteret County. In addition, the For ME Networking group will assist in creating a section in the exhibition showcasing African American business history in Carteret County.

We were one of 10 community colleges in the state selected for the pilot Construction Academy Program. There is no tuition cost to students, and they also receive a \$750 stipend when they complete the first four weeks of the eight-week course. We have ten students enrolled.

The Renewable Energy program is part of STEPs4GROWTH (S4G), a clean energy workforce training initiative created and led by the Center for Energy Research & Technology at North Carolina Agricultural and Technical State University (N.C. A&T). This was made possible by a \$23.7 million Good Jobs Challenge grant from the U.S. Department of Commerce's Economic Development Administration to the university. NC A&T invited Carteret CC to partner to develop renewable energy training programs and provide training for the emerging workforce. We started our first class this summer, focusing on wind energy and electrical training. Grant funds may cover up to 100% of registration and course material costs, and students in the program will be paid a \$ 10-an-hour stipend during class time. We have nineteen enrolled in our first class.

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Attachment 5

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 08/01/23
SUBJECT: Board of Trustee 08/09/2023 Meeting

- Fall classes begin 08/15/23. Our Admissions and MAPS Centers are very busy admitting and registering students.
- During the Summer '23 term, 74 students completed certificates, diplomas, or degrees. Many of those will be returning to continue coursework in their programs.
- I am working with our ADA, curriculum, and student services staff on plans for a new Student Accommodations portal to be a resource for students and parents transitioning students from IEP's and accommodations in public school to ADA services in College. We believe that we can enhance our resources for students and parents to teach them how to better navigate college and to help students better advocate and communicate with their faculty and student support services.
- Our planning with Craven Community College on a shared Surgical Technology program is ongoing. We recently had a meeting with the System Office to help navigate the paperwork and agreements required to share program approval and FTE.
- Our academic program chairs continued their professional development this summer with a summer session focusing on institutional updates, SACS COC 5th Year reporting standards, and better tracking and processes regarding Student Learning and Program Outcomes.
- The Hospitality, Culinary, and Baking and Pastry faculty and staff hosted a beautiful memorial service for our beloved Chef Randy Sweat on July 31st. Chef Sweat's legacy to our community and our college was celebrated by many current and former curriculum students, continuing education students, College faculty and staff, and community members. Randy Sweat's dedication and contributions to the program will be a lasting legacy on our campus. Our prayers are with his family and loved ones.

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Attachment 6

TO: Carteret Community College Board of Trustees
FROM: Donna Cumbie, Interim Vice President of Finance & Administrative Services
DATE: August 1, 2023
SUBJECT: Board of Trustee August 9, 2023 Meeting

Financial Services

Bank Reconciliation Status Report									
	CORE BANKING			Truist			FIRST CITIZENS		
	State Funds			Institutional Funds			County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
Jul-22	08/01/22	08/15/22	\$ 296,774.66	08/01/22	08/19/22	\$ 2,871,554.21	08/01/22	08/15/22	\$ 526,857.44
Aug-22	09/01/22	09/05/22	\$ 341,046.12	09/01/22	09/06/22	\$ 2,641,634.55	09/02/22	09/05/22	\$ 265,037.04
Sep-22	10/03/22	10/05/22	\$ 141,533.41	10/03/22	10/07/22	\$ 2,854,702.19	10/03/22	10/05/22	\$ 49,536.55
Oct-22	11/1/2022	11/7/2022	\$ 72,213.29	11/01/22	11/07/22	\$ 2,534,505.44	11/01/22	11/07/22	\$ 594,517.14
Nov-22	12/1/2022	12/19/2022	\$ 187,003.75	12/01/22	12/20/22	\$ 2,433,145.09	12/01/22	12/19/22	\$ 369,119.48
Dec-22	01/03/23	01/20/23	\$ 215,692.20	01/03/23	01/21/23	\$ 2,312,181.09	01/03/23	01/19/23	\$ 160,693.10
Jan-23	02/01/23	02/03/23	\$ 171,503.08	02/01/23	2/6/2023	\$ 2,413,574.20	02/01/23	02/06/23	\$ 564,384.40
Feb-23	03/06/23	03/08/23	\$ 160,868.88	03/06/23	3/13/2023	\$ 2,635,658.94	03/06/23	03/09/23	\$ 355,465.64
Mar-23	04/03/23	04/04/23	\$ 235,516.70	04/03/23	04/10/23	\$ 2,180,979.85	04/03/23	04/04/23	\$ 164,013.19
Apr-23	05/01/23	05/02/23	\$ 304,938.95	05/01/23	05/09/23	\$ 1,942,500.71	05/01/23	05/01/23	\$ 646,587.14
May-23	06/01/23	06/01/23	\$ 341,673.89	06/01/23	06/06/23	\$ 2,408,676.20	06/01/23	06/01/23	\$ 445,578.25
Jun-23	07/03/23	07/05/23	\$ -	07/03/23	07/10/23	\$ 2,344,392.48	07/03/23	07/05/23	\$ 172,170.50

Expenditure Update

- Expended 95% of the College’s state allocation in the 2023 fiscal year
- State funds had an unspent budget of \$795,610; \$717,285 in special allocations and \$77,576 in equipment. \$776,128 are expected to be eligible for carry forward into new fiscal year
- County capital projects including Smith Building Roof replacement, HVAC upgrades and the Keyless Lock project are still in progress and the College intends to request a roll forward of unexpended funds
- Over \$3.8 M of financial aid has been awarded to students in the 2023 fiscal year
- Fiscal year 2024 County appropriation received



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- Fiscal year 2024 State allocation expected soon
- The table on the next page summarizes actual to budget amounts for State, County and Institutional Funds by purpose through year ending June 30, 2023



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State

	Annual Budget		Actual		% of Budget
1XX Institutional Support	\$ 3,422,665	\$	3,422,659		100.0%
2XX Curriculum Instruction	6,920,133		6,915,767		99.9%
3XX Continuing Education	1,964,292		1,923,567		97.9%
4XX Academic Support	1,532,046		1,115,984		72.8%
5XX Student Support	1,409,689		1,327,931		94.2%
9XX Capital Outlay	775,924		523,232		67.4%
TOTALS	\$ 16,024,749	\$	15,229,139		95.0%

County

	Annual Budget		Actual		% of Budget
1XX Institutional Support	\$ 404,521	\$	346,059		85.5%
6XX Plant Operations & Maint.	2,441,479		2,384,150		97.7%
9XX Capital Outlay	1,715,014		734,175		42.8%
TOTALS	\$ 4,561,014	\$	3,464,384		76.0%

Institutional

	Annual Budget		Actual		% of Budget
1XX Institutional Support	\$ 1,102,000	\$	1,062,629		96.4%
2XX Curriculum Instruction	680,000		673,113		99.0%
3XX Continuing Education	373,000		355,358		95.3%
4XX Academic Support	180,000		155,827		86.6%
5XX Student Support	758,000		746,120		98.4%
7XX Proprietary/Other			290,414	N/A	
8XX Student Aid	3,700,000		3,594,916		97.2%
9XX Capital Outlay	1,200,000		978,852		81.6%
TOTALS	\$ 7,993,000	\$	7,857,230		98.3%

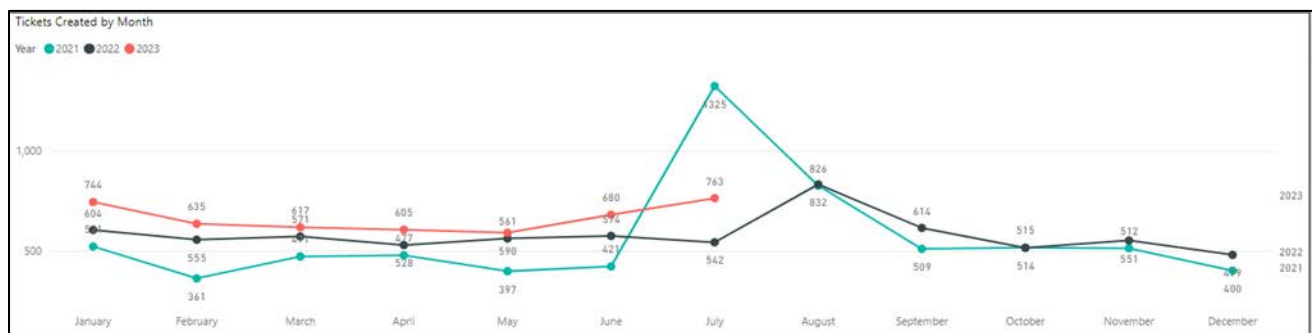


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Campus Information Technology

- Current Projects
 - Rural Broadband Project – installing firewall for AWS.
 - Transitioned all on-premises and cloud-based servers from Sophos AV to CrowdStrike. This service will be provided for one year at no cost to the college as a trial coordinated by MCNC, CrowdStrike, and the System Office (NCCCS).
 - Utilized the Center for Internet Security’s CIS-CAT Pro Assessor tool to evaluate our current group policy for end-user devices regarding the CIS Controls. Actively configuring a new group policy which will make our end-user devices more secure and compliant with CIS Controls.
 - Configured our FortiGate Firewalls to function in a high-availability state. If one firewall fails, the second will immediately take over in its place. This will reduce service downtime and potential security issues in the event of hardware failure.
 - Migrating old security camera server to new virtual machine and updating software.
 - Monitoring the data breach of the National Student Clearinghouse, Investigation and remediation is still ongoing.
 - Monitored progress of employee cybersecurity training within our KnowBe4 platform. The training campaign for twelve-month employees ended June 30th. The training campaign for ten-month employees will end August 15th.
 - MFA/SSO added to Self-Service, Colleague, and Advansys
 - Getting classrooms and offices ready for Fall Semester. This includes the relocation and cabling of two computer labs.
 - New Gramm-Leach-Bliley Act (GLBA) requirements came out in June. Our team has reviewed the guidance on conducting a risk assessment, creating an incident response plan, and building an Information Security Program. We are formulating a plan of action that includes determining how many man hours we will need to better ensure the security, integrity, and confidentiality of student information and unauthorized access or threats to it.

- Table below is a summary of tickets processed through July 31:






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Emergency Preparedness and Security

- Current and Recent Activity
 - Attended meetings for the 60th Anniversary Planning, Facilities Rental Process, Safe Executive Committee, 911 Memorial Committee, and Pre-Construction Meeting
 - Provided orientations for High School Equivalence (HSE) and Medical Assisting
 - Attended the Medical Assisting, Human Services, and BLET Penning and Graduation ceremonies.
 - Attended Law Enforcement Training (Bloodborne Pathogens)
 - Bid Opening / Electronic Door Access (Wayne West & Bryant Student Center)

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)
Deadline to Spend Funds	June 30, 2023	June 30, 2023	June 30, 2023	June 30, 2023
Total Award	\$2,455,407	\$3,134,876	\$242,415	\$484,461
Total Funds Spent or Encumbered (as of July 31, 2023)	\$2,455,407	\$3,134,876	\$242,415	\$444,788
Remaining Funds	\$0	\$0	\$0	\$39,673

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Attachment 7

TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Director, Operations and Facilities
DATE: July 25, 2023
SUBJECT: Board of Trustee August 9, 2023 Meeting – Facility and Operations Updates

- The Fire Tower project on Laurel Road is under construction. The stormwater and DOT permits are still awaiting approval. Fire Training Systems will deliver the units to Laurel Road site on August 28th.
- Work continues on the Civic Center/Smith roof replacement. A proposed change order was submitted to the Building and Grounds committee on July 25, 2023 and will be an action item at a called board meet July 27, 2023.
- Summer project moves and minor construction of classrooms continues and will be fully completed by the first day of classes in August.
- Installation of the walking trail signs has been completed. Pricing for upgrading the directional signage on campus is in process.
- Bids for the installation of S2 Access Door Controls were opened on July 7th and NC Sound was the low bidder. A pre-construction meeting has been completed and material delivery is expected the end of September.
- The Eagle Scout project is complete, which includes two workout stations installed on the West end of the walking trail. Exercise signage detailing the use of these stations is currently in design.
- A planning session with Smith Sinnett Architects (Open End Designer) is scheduled with the Health Sciences Department and leadership on July 31st. Space planning and allocation sketches will allow us to plan and budget the simulation of hospital rooms, home health care and debriefing rooms to enhance the learning environment for our Health Sciences programs.

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TO: All Members of the Board of Trustees
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Attachment 8

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: August 1, 2023
SUBJECT: Board of Trustee August 2023 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Baking & Pastry Instructor	Jennifer Summers	Chef Rochelle Wert DOH 8/1
Director, Business & Industry	Jerome Shepard	Kevin Daniels DOH 7/24
Dir, Counseling, Disability Services & Retention	Allison Daniel	Merianne Grigoricic DOH 7/1
Experiential Learning Coordinator (Health Sci)	New (grant funded)	8/1 consolidated with Chair, EMS duties
Instructor, Business Administration	New	Chuck Powell, DOH 8/1
Administrative Assistant, Operations & Facilities	New	Janet Peterson, DOH 7/1
ADN Instructors 2 @ 10-months & 2 @ 12-months	Nicole Rasmussen; Elizabeth Bell; two new	Jenna Dozier DOH 8/14; additional interviews 8/7; posting remains open
Executive Director, Business Operations	Donna Cumbie	Interviews 7/26; 2 nd interview 8/1
Director, WIOA/Career Advisor	Merianne Grigoricic	Posting closed 7/25; pending review
Clinical Coordinator, EMS	New	Posting closes 8/6
Coordinator, Adult HS/ESL	Re-fund old position	Posting closes 7/14; interviews pending
Instructor, Radiography	New	Interviews 7/25; 2 nd interview pending
Administrative Assistant, CCED	Laurie Schultz	Interviews pending

*Excludes Adjunct part-time, temporary job postings

Historical Data:

Fiscal Year	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	1	20	28	26	17	27	5
Internal Transfer/Promo	0	7	6	7	7	1	6
Total Hires	1	27	34	33	24	28	11
Retirement	0	3	11	9	4	2	4
Resignation	2	8	13	9	12	14	5
Involuntary resignation	0	1	3	6	2	3	1
Total Terms	2	12	27	24	18	19	10



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Employee Headcount and Turnover

July Headcount		July Turnover	FY24 YTD Turnover	Historical Turnover
F/T Perm Faculty	63	0.6%	0.6%	FY23: 13.11%
F/T Perm Staff	99			FY22: 16.36%
P/T Perm Faculty	2			FY21: 13.35%
P/T Perm Staff	1			FY20: 8.48%
Total Perm	165			FY19: 10.66%
Total Payroll	252		FY18: 6.49%	

Recent Employee Departures

Position	Name	Date
VP, Finance & Admin Services	Matt Banko	6/19/23
Dir, Counseling, Disability Services & Retention	Allison Daniel	6/30/23
Administrative Assistant, CCED	Laurie Schultz	6/30/23
Instructor, Culinary	Chef Randy Sweat	7/12/23
Instructor, Nursing	Elizabeth Bell	8/1/23

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Attachment 9

TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 07/26/2023
SUBJECT: Board of Trustee __08/09/2023__ Meeting

1. Former SGA President Anthony Pile was elected as the N4CSGA President for the 2023-2023 year and was sworn in to the NC Community Colleges State board where he will represent the students of great 58 community colleges.
2. August 21st from 11am-1pm the SGA will host our Annual Back to Class Bash behind the McGee Building where we will be grilling Hot Dogs & Hamburgers.
3. September 27th from 11am-1pm, the SGA will host our annual Fall Fest in the Civic Center. Our Culinary Students will be catering a Taco Bar for our event.
4. The SGA is working on creating a game room/student lounge in the old conference room of the Bryant student center.

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TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
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Attachment 10

TO: Carteret Community College Board of Trustees
FROM: Ed Ladenburger, SEC – Staff Executive Committee Chair
DATE: July 24 2023
SUBJECT: 9 Aug 2023 - Board of Trustee Meeting

The Staff Executive Committee met on July 13th. Thirteen members of the committee were in attendance as well as ten other members of staff.

The committee had a moment of silence and prayer (re: passing of Chef Randy Sweat). Scott Leahy and Carrie Dennison were voted in as Co-Chair and Secretary for 2023-2024, new by-laws were approved, and the date/time/location of 2023-2024 meetings as approved as Third Friday -- 11 am -- Wayne West Rm 322. The committee also voted to use MS Teams as a platform for asynchronous collaboration and file sharing.

Following area reports from committee members, an open discussion was conducted to begin exploring priorities and action items for the upcoming year.

- Beginning with an updated organizational chart, the committee may consider communication structures and procedures with a goal of working to improve efficiencies
- Mentorship/cross-training and ideas for addressing “mistakes” was a second consideration
- Obtain a clear written vision from senior administration of the “one door policy” driving moves and reorganization, in order to better inform brainstorming ideas for facilitate achieving the vision

The next meeting of SEC will be on August 18th, 2023 at 11:00 AM in Wayne West 322.

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Attachment 11

TO: Carteret Community College Board of Trustees
FROM: Lina Alnimer
DATE: 07/30/2023
SUBJECT: Board of Trustee 08/09/2023 Meeting

1. Anthony Pile, the former SGA President, has been elected as the N4CSGA President for 2023-2024. He has taken the oath to represent students from 58 community colleges on the NC Community Colleges State board.
2. Our Annual Back to Class Bash will be August 21st from 11am-1pm. Location will be behind McGee Building and we will be serving hot dogs and hamburgers.
3. Our Annual Fall Fest will be held on September 27th, from 11 am to 1 pm. We will be having the culinary students providing us with a Taco bar. The location of the event will be the Civic Center.
4. The SGA is in the process of transforming the old conference room at the Bryant student center into a game room and student lounge.

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