CARTERET COMMUNITY COLLEGE

TO: All Members of the Board of Trustees
FROM: Dr. Wrenn Johnson, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: Wednesday, November 11, 2026, at 9:00 a.m., McGee Boardroom

AGENDA			
I.	*	**CALL TO ORDER** A. Ethics Statement	Chair Wrenn Johnson
II.	*	**APPROVAL OF AGENDA**	Chair Johnson
III.	*	**APPROVAL OF MINUTES** (October 15, 2025, Attachment 1)	Chair Johnson
IV.		**PRESENTATION** A. Foundation	Chair Johnson Ms. Brenda Reash
V.	* *	**NEW BUSINESS** **A. Vote On December 9, 2026, Board Meeting**	Chair Johnson
VI.	*	**ONGOING BUSINESS** **A. Second Read Policies:** 2.19 Employee Code of Conduct (revised) 5.14 Social Media Policy (re-draft) 5.17 Use of Facilities Policy (form name corrected) 5.20 Registered Sex Offenders (NEW) 5.21 Campus Safety and Emergency Planning (NEW) 5.22 Campus Security Reporting – Clery Act (NEW) 5.23 Visitors & Minors on Campus (NEW) 5.24 Hazard Communication (NEW) 5.25 Instructional Safety Precautions Policy (NEW) 5.26 Campus Medical Emergencies (NEW) 5.27 Weapons on Campus (NEW) 5.28 Reporting Crimes & Emergencies on Campus (NEW) 5.29 Use of Design Professional Services (NEW) Foundation Policies 6.4 CCC Foundation Accountability & Investment Policy (to remove) 7.22 Foundation Policy 7.23 Fund Raising and Donations Policy 7.24 Naming and Recognition for Significant Contributions Policy	Chair Johnson, Dr. Mancini
VII.		**COMMITTEE REPORTS** A. Personnel Policies & Procedures	Chair Johnson Trustee Melodie Darden
VIII.		**OTHER REPORTS** A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14) C. SEC Report	Chair Johnson Trustee Mort Congleton Dr. Mancini Ms. Janet Peterson
IX.		**BOARD COMMENTS**	Chair Johnson, Trustees

X.	*	**ADJOURNMENT**	Chair Johnson

*Indicates Item for Action

DATE	EVENT	TIME	LOCATION
November 12-14	2026 Crystal Coast Wine Expo		HCAC
November 17	Sound Discoveries: Healthy Eating for the Holidays	5:30 p.m.	205 College Circle
December 3	Feast 'n' Fest: A Sound Discoveries Bus Trip to Mike's Farm	2:15 – 9:00 p.m.	Mike's Farm
December 8	Escoffier Dinner	6:00 p.m.	HCAC

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Attachment 1

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

October 14, 2026

I. CALL TO ORDER

Following proper public notification, Chair Wrenn Johnson called the Carteret Community College Board of Trustees meeting to order at 9:00 a.m. on October 14, 2026, at the McGee Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Dr. James T. Baynum III
Mrs. Cindy Brown
Mr. Mort Congleton
Mrs. Melodie Darden
Mr. Bill Henderson
Dr. Wrenn Johnson
Mrs. Kelly Marek
Mrs. Catherine Parker
Mr. Will Rogers (via Zoom)
Mr. Doug Starcke

Trustees Absent/Excused

Mrs. Rosa Langston
Mrs. Dee Meshaw

SGA Present

Ms. Kendal Cooke, 2026-2027 SGA President

Administration and Staff Present

Dr. Tracy Mancini	President
Mr. Perry Harker	Vice President, Strategic Partnerships
Mr. Scott Lane	Vice President, Finance & Administrative Services
Mrs. Amanda Bryant	Senior Director, Human Resources
Mrs. Cindi Goodwin	Senior Director, Operations & Facilities
Ms. Logan Okun	Senior Director, Marketing & Communications
Ms. Kristian Jenkins	Coordinator, Student Life
Mr. Richard Abell	Director, Security & Emergency Preparedness
Ms. Angela Hiley	Executive Assistant to the President, Assistant Secretary to the Board

Guests Present

Ms. Cheryl Burke	Reporter, Carteret County News Times

A. Ethics Reminder

Chair Johnson 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.

II. APPROVAL OF AGENDA

Chair Johnson presented the October 14, 2026, agenda for approval by the Board.

Trustee Mort Congleton motioned to approve the October 14, 2026, agenda. Trustee Doug Starcke seconded the motion. The motion passed unanimously by voice vote.

III. APPROVAL OF MINUTES

Chair Johnson presented the September 9, 2026, minutes for approval by the Board.

Trustee Congleton motioned to approve the September 9, 2026, minutes. Trustee Kelly Marek seconded the motion. The motion passed unanimously by voice vote.

IV. PRESENTATION

A. Campus Security

Chair Johnson recognized Mr. Richard Abell, Director of Security & Emergency Preparedness, who delivered an informative and engaging PowerPoint presentation. Mr. Abell's presentation included an overview of Campus Security duties and responsibilities, emergency preparedness and response protocols, Clery Act compliance, security personnel, and security technology and infrastructure. Questions and discussion followed.

V. NEW BUSINESS

A. First Read Policy Revisions

Chair Johnson recognized Dr. Mancini to present proposed policy revisions for Board consideration. Dr. Mancini said the polices were shared with trustees ahead of the meeting for review. She said that the majority of the policies being presented were new to the College, with some formalizing practices already being followed and others proposed to address gaps within the College's current policy portfolio. She said that the new policies follow the Campbell Shatley PLLC policy catalog, with College-specific revisions made where appropriate.

Dr. Mancini presented the following polices for a first read: **2.19 Employee Code of Conduct; 5.14 Social Media Policy; 5.17 Use of Facilities Policy; 5.20 Registered Sex Offenders; 5.21 Campus Safety and Emergency Planning; 5.22 Campus Security Reporting – Clery Act; 5.23 Visitors & Minors on Campus; 5.24 Hazard Communication; 5.25 Instructional Safety Precautions Policy; 5.26 Campus Medical Emergencies; 5.27 Weapons on Campus; 5.28 Reporting Crimes & Emergencies on Campus; 5.29 Use of Design Professional Services; 6.4 Carteret Community College Foundation Accountability & Investment Policy (to remove); 7.22 Foundation Policy; 7.23 Fund Raising and Donations Policy; and 7.24 Naming and Recognition for Significant Contributions Policy.**

Dr. Mancini identified which policies were new and explained the rationale for the proposed revisions to existing policies. She said a legislative change, enacted after the policies had been shared with the board, affected proposed **Policy 5.29 Use of Design Professional Services**, increasing the project expenditure threshold to which the policy applies from $500,000 to $1.5 million. Dr. Mancini asked trustees to direct any questions to herself or Ms. Hiley before the November Board of Trustees meeting, when the policies would be presented for a second reading.

VI. ONGOING BUSINESS

A. Second Read Policies

Dr. Mancini presented the following policies for a second read: **7.11 Expenditure of State Funds Policy; 7.12 Methods of Payment Policy; 7.15 Travel and Allowances Policy; 7.17 Purchasing Policy; 7.18 Physical Property Inventory; 7.19 Technology Services Policy; 7.25 Grants Procurement and Funding Policy; 7.28 Foreign National Compliance Policy; 7.29 Companies that Boycott Isreal and Iran Divestment List; 7.30 Payment Card Security; 7.31 Return of Military Tuition Assistance Funds Policy;** and **7.32 Student Club Deposits and Expenses Policy.**

She said no questions or comments regarding the policies had been received from trustees since the first reading at the September 9, 2026, Board of Trustees meeting. She reminded trustees that all policy revisions are reviewed and approved by President's Cabinet and shared with College employees for review and public comment before being presented to the Board.

Trustee Congleton motioned to approve the policies as presented. Trustee Starcke seconded the motion. The motion passed unanimously by voice vote.

VII. COMMITTEE REPORTS

A. Personnel, Policies and Bylaws

1. Second Read Governing Policies

Trustee Melodie Darden, Chair of the Personnel, Policies and Bylaws Committee, presented the governing policies for a second reading. She said there were only a few proposed revisions, including changes to more accurately reflect the role of the SGA President, clarify attendance at closed sessions, and correct meeting notification methods. She said that Trustee Rogers' suggestion during the first reading to revise the term "non-appointed" Board members to "non-Board" members had been incorporated.

Trustee Darden said the Personnel, Policies and Bylaws Committee brings a motion to the full Board to approve the governing policies as presented. The motion passed unanimously by voice vote.

VIII. OTHER REPORTS

A. Foundation Liaison

Trustee Congleton said Ms. Brenda Reash and members of the Foundation team were off campus attending the North Carolina Council of Resource Development (NC CORD) conference in Haywood County, North Carolina. He said that upcoming Foundation events were listed on the agenda and

encouraged all to attend when schedules permitted. He said the Foundation's fundraising efforts for the Industrial Trades Center had been outstanding and that he was very proud of the Foundation team. Chair Johnson asked about Board giving. Trustee Baynum, referencing Ms. Reash's report, said Board of Trustees participation was 42%. Trustee Congleton encouraged all trustees to participate and to invite potential donors to visit campus.

B. President's and Executive Leadership Council Reports

Dr. Mancini said she was pleased to be back in the boardroom. She thanked Mrs. Cindy Goodwin for completing the room upgrades on a shoestring budget. She said that, during the One Door renovations, four individuals had used the boardroom as office space, and some redecorating had been necessary. She said she hoped trustee photos would be mounted on the wall by the November Board of Trustees meeting.

Dr. Mancini thanked Mr. Abell for his presentation and recognized the entire Security team, acknowledging the benefits of having a friendly team and one that advocates for students.

Dr. Mancini said that five culinary students were currently in France, the largest group the College has ever sent, and that this year's experience would include time in a culinary school. She said the students would attend a Board meeting upon their return.

Dr. Mancini thanked Mr. Ryan Adrick, Chair of Fine Arts and Photography, for taking photographs of trustees as they arrived for the meeting. She also thanked Ms. Angela Hiley for her flexibility in managing board meetings during the McGee renovations. Dr. Mancini thanked trustees and the leadership team for making things work so smoothly and ensuring that students remain central to all that the College does.

Dr. Mancini said there were many presentations and conferences scheduled for the remainder of October including the North Carolina Community College System conference beginning that same day. She said the College was well represented statewide. Trustee Baynum asked how the meeting with Elena Ashburn, Senior Education Advisor to Governor Stein, had gone. Dr. Mancini responded that, unfortunately, Dr. Ashburn had been stranded in New York and unable to attend; however, Morgan Crawford, Deputy Director of the North Carolina Business Committee for Education (NCBCE), did attend, and the meeting had been very productive, with participants from the College, Carteret Health Care, and Carteret County Public Schools. Dr. Mancini said the presentations highlighted the pathway from pre-apprenticeship through to employment and demonstrated the College's strong partnership with Carteret Health Care. She said Ms. Crawford recognized both the strength of that partnership and the success of the Carteret Works model.

Trustee Henderson asked if Dr. Mancini needed anything in advance of Lieutenant Governor Rachel Hunt's visit on October 29, 2026. Dr. Mancini said she would welcome and appreciate representation from the Board. She said the group would meet at 1:00 p.m. at the MARTEC building to begin the tour.

IX. BOARD COMMENTS

Trustee Marek said it had been a good meeting. She said a significant amount of administrative work had been accomplished and acknowledged its necessity. She said she appreciated the Campus Security presentation and the positive campus culture fostered by the Security team.

Trustee Brown said, as it was only her second meeting, she was looking forward to getting to know her fellow trustees. She thanked Dr. Mancini for highlighting the apprenticeship program. She said the program had recently been discussed at a Carteret Health Care Board meeting.

Ms. Kendal Cooke thanked Mr. Abell for his presentation and said students feel safe on campus.

Trustee Baynum thanked the leadership team for their reports and acknowledged Dr. Mancini's busy schedule. He said he appreciated all that Campus Security does for the College and said he thought radio communication connecting the campus and the Morehead City Police Department to be an effective communication tool.

Trustee Parker thanked Mr. Abell for his presentation. She said she thought the College, like Carteret County Public Schools, was fortunate to have a direct connection with its respective police department. She said she had attended a College and Career Promise (CCP) Information Session hosted by the College on October 13, 2026, in the Wayne West building and found it very informative. She said it was particularly valuable to attend as a parent, as students do not always share the information they receive at school.

Trustee Congleton thanked Mr. Abell for his presentation. He said that when the groundbreaking for the Industrial Trades Center took place and his mobility was limited due to a foot injury, Campus Security transported him around campus in a golf cart. He said he was appreciative of all that the Security team does.

Trustee Darden thanked Mr. Abell for his presentation and said she was pleased to learn about the new cameras on campus. She said board reports are very well done and noted that the College leadership team are quiet achievers, with the College operating as a well-oiled machine.

Trustee Henderson thanked Ms. Hiley for providing the meeting refreshments.

Chair Johnson echoed prior comments and encouraged trustees to attend campus events when able. She said College staff perform at a very high level and often fulfill multiple roles, noting, for example, that Mrs. Amanda Bryant is a past president of the North Carolina Association of Community College Human Resources Professionals. She recognized Dr. Mancini and said it all starts at the top. Chair Johnson thanked everyone for their attendance and participation.

X. ADJOURNMENT

There being no further business, Trustee Darden motioned to adjourn at 9:55 a.m. Trustee Marek seconded the motion. The motion passed unanimously by voice vote.

Submitted by:
Ms. Angela Hiley
Executive Assistant to the President
Assistant Secretary to the Board
October 16, 2026

CARTERET COMMUNITY COLLEGE

_____ _____

Dr. Wrenn Johnson, Chair of the Board of Trustees Date

_____ _____

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

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Attachment 2

TO: Carteret Community College Board of Trustees

FROM: Dr. Tracy Mancini, President

DATE: November 5, 2026, 2026

SUBJECT: Board of Trustees November 11, 2026, Meeting







Chair Johnson and I toured the Mt. Olive Pickle factory on October 26, as part of a regional convening for Interim President of the NC Community College System Dr. Monty Sullivan. Dr. Patty Pfeiffer of Wayne Community College hosted us, along with presidents and board chairs from Coastal Carolina CC, Lenoir CC, and Sampson CC. We were able to share successes and challenges with Dr. Sullivan and his team as they prepare to lead the System.

NC Representative Celeste Cairns and former Representative Pat McElraft joined Brenda Reash, Trustee Jimy Baynum, and me for the Global Cuisine luncheon on October 5. It was great to catch up with these legislators, introduce them to our impressive students, and thank them for their past and present support of Carteret CC. I spoke with Rep. Cairns about the impact Propel NC funding will have on Carteret's ability to equip and staff the Industrial Trades Center, which is on track for completion by March 31.

Vice President Perry Harker will retire on December 1, making this his final BOT meeting. Carteret CC is indebted to Perry for his loyal service to the College, the many community partnerships he has fostered, and the vast number of students whose lives he has changed for the better. We will miss the authenticity and humanity with which Perry approached every aspect of his work at Carteret CC, and we wish him a long, healthy, and happy retirement.

Congratulations to Coach Robbie Park and our inaugural Women's Soccer Team for a fantastic season. Coach Park was named NJCAA Region 10 Coach of the Year by his peers, and four of our student-athletes received All-Region recognition. Congratulations to Kipper Case for being named to First Team All-Region, Kimberly Alvear for being named to Second Team All-Region, and Tiana Greene and Justine Belanger for being named to Third Team All-Region. It was an auspicious start for Kraken Athletics.

This month's reports contain a lot of valuable information, but I want to call attention to the final paragraph of Greta Quinn's Faculty Executive Committee (FEC) report, in which she enumerates the many ways our faculty engage in student recruitment, retention, and success initiatives. High-quality instruction, training, and lifelong enrichment are the hallmarks of our work at Carteret Community College. I salute our dedicated faculty for their commitment to all learners and all learning and the effort they invest in innovation and continuous improvement.

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Attachment 3

TO: Carteret Community College Board of Trustees

FROM: Maggie Brown, Vice President of Instruction and Student Support

DATE: 11/03/2026

SUBJECT: Board of Trustee 11/11/2026 Meeting

- Student Services was busy in October! We got great news coverage and attendance for our Navigation Center ribbon cutting on October 21. Early Spring and summer registration for both CU and WCE has begun. We have already filled 2,036 CU seats for spring classes! Our TRIO program will be celebrating First Generation in College the week of November 8th.

- Our Admissions department, in collaboration with our Trades & Industry programs and CCPS, brought students from all three public high schools to campus for Construction Trades Day. This was a hands-on event that included student and employer engagement. Kudos to our admissions team! Their level of engagement and outreach to potential students is ongoing and productive.

- Our Medical Assisting program is gearing up for our on-site accreditation review. An annual review is submitted each year, but the full accreditation is reevaluated every 10 years. Our program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation from the Medical Assisting Education Review Board (MAERB). Chair Vonda Godette and Instructor Andrea Cole have been preparing our records, students, and administrators for the on-site review.

- We graduated 16 new Nurses on October 9th! During the ceremony, more than half of our graduates shared they had accepted positions at Carteret Health Care.

- We got a wonderful email from one of our partner Chefs in France regarding our five Escoffier students. Chef Girardot said that our students “have already taken part in a few events and have integrated very well into the teams. Their conduct has been impeccable, and their level of commitment is appreciated by everyone.” The students will be back in time to take part in the December Escoffier dinner. We can’t wait to hear and to taste everything they have learned!

- I am pleased to announce that two of our highly qualified and experienced internal candidates have been named as our newest deans, effective December 1st. Chair of English and Communication, Terri Van Sickle, will be the new Dean of Arts & Sciences. Chair of Surgical Technology, Krissy Stewart-Horton, will be the new Dean of Health Sciences. This internal succession will allow the new deans more than a month of overlap with Dean Doree Hill and Dean Laurie Freshwater. After so many years of dedicated service to Carteret CC, I am more grateful than I can express in this report for their passing of institutional knowledge to be among their many gifts to our College.

- The search for the Dean of Public Safety programs continues. In the meantime, I have been filling the gap working closely with our tremendous BLET, EMS, Fire, and Criminal Justice faculty and staff. I attended the Regional Public Safety meeting at Cape Fear CC on 10/22 and gained valuable insights form our sister institutions and from NCCCS public safety program leads and NC Office of EMS leaders.

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Attachment 4

TO: Carteret Community College Board of Trustees

FROM: Perry Harker

DATE: 11/3/2026

SUBJECT: Strategic Partnerships November Board Report

Carteret Works promoted apprenticeship pathways and opportunities to many groups during the month of October. Presented to the College and Career Readiness program, to high school students attending the Carteret CC manufacturing Day; to more than two hundred attendees at the Chamber of Commerce State of the Community Breakfast and to several employers attending an Apprenticeship Employer Information Session.

College and Career Readiness enrolled ten new High School Equivalency (GED) students during our October orientation. The next High School Equivalency (GED©) orientation is scheduled for November 9, 2026. Currently, twelve new prospective students have signed up to attend.

College and Career Readiness is excited to be participating as a pilot for Career Angel. Career Angel is an artificial intelligence-driven career success platform designed to help students identify career pathways aligned with their interests, strengths, and aspirations, and to support institutions in advancing student success and workforce readiness. We are piloting in three of our adult high school classes.

Adult High School 8-week semester classes started October 26th, and English as a second language multi-level classes started Saturday, October 24th. English as a second language reading levels 3 & 4 classes begin October 26th.

An OSHA 10 class was recently held at Parker Offshore. Eight employees attended and will receive their OSHA 10 cards. The OSHA 10 class was the first class to be held for Parker's 3-year Customized Training project.

Customized training staff presented at the recent 2026 NC Community College Conference in Raleigh. The presentation, titled *Dynamic Organizational Teambuilding,* was an overview of the interactive team-building event experienced at CCC by local organizations such as Veneer Technologies, Carteret Health Care, NC Cooperative Extension, 21CS, and Rogers CPA. Approximately fifty community college conference participants attended the workshop.

The Small Business Center has provided counseling to thirty-one business clients and held fifty-five workshops with more than six hundred attendees. We have a total of 192 workshops scheduled through June 30, 2027

The Small Business Center added an additional Small Business Roundtable on Atlantic Beach that will meet on the 2nd & 4th Tuesdays of the month, 8:30 a.m.- 9:30 am, at various small businesses located on the beach.

The Carteret Community College Small Business Center, with assistance from Angela Hiley, submitted a PBMares Cares grant application to develop a Small Business Financial Fitness Academy. The program would combine financial education with individualized CPA consultations to address a growing need among small business owners for professional financial guidance. If awarded, the funding would allow

the SBC to compensate CPAs for providing one-on-one assistance to clients at no cost, further supporting small business growth and sustainability in Carteret County.

The WIOA Grant supports eighteen students with tuition and books for the Fall 2026 semester. Two youth students are enrolled and working toward completing their GEDs, with plans to enroll in degree programs in the spring. WIOA is preparing to enroll a student into an OJT Work experience with Mike Lawrence Electric, preparing the student for long-term employment in this high-demand career field.

During October, outreach and employer engagement activities continued across Carteret County to identify employment and work experience opportunities for individuals participating in recovery and reentry programs. Collaboration with NCWorks, Hope Mission, local employers, and community partners remained focused on connecting participants to employment, training, and supportive services.

The Reentry program continues to provide workforce support to justice-involved and recovery-impacted clients. We are providing training and career coaching to Southeastern Integrated Care (SEIC), The Miriam, Hope Mission participants with justice involvement and/or a recovery background. Reentry Program continues to partner with Carteret Correctional Facility to provide in-reach support to participants for pre-release coordination.

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Attachment 5

TO: Carteret Community College Board of Trustees

FROM: Scott Lane, Vice President of Finance & Administrative Services / Athletics Director

DATE: November 2, 2026

SUBJECT: Board of Trustees November 11, 2026 Meeting Report

Budget

- **State Budget Allocation:** The College received $524,950 in additional state funding, increasing its total state allotment to $18,277,313. The allocation includes carryforward funds from the prior fiscal year for Perkins and Adult Basic Education programs, as well as current-year state allotments for Faculty Recruitment and Retention and Excess Tuition Receipts.
- **Budget Tracking:** The College's financial position remains on track through the first third of the fiscal year. State budget expenditures total **33%**, which is consistent with expectations. County Operating Budget expenditures total **37.5%** ($1,414,854 of the $3,770,000 allocated), primarily due to expenses that are traditionally incurred at the beginning of the fiscal year. The College will continue to monitor spending closely, particularly in areas affected by rising fuel and insurance costs. County Capital Funds are **93% expended**, reflecting the planned completion of several capital projects early in the fiscal year.

STATE BUDGET SUMMARY				
As of 10-31-26	**Annual Budget**	**Year-to-Date Expenditures**	**Remaining Budget**	**% of Budget Expended**
Institutional Support	$4,613,736	$1,483,975	$3,129,761	32.2%
Curriculum Instruction	$8,032,643	$2,591,753	$5,440,890	32.2%
Workforce & Continuing Education	$2,103,730	$627,432	$1,476,298	29.8%
Academic Support	$1,804,565	$680,015	$1,124,550	37.7%
Student Support	$1,441,040	$451,241	$989,799	31.3%
Capital Outlay	$281,599	$199,630	$81,969	70.9%
Totals	**$18,277,313**	**$6,034,046**	**$12,243,267**	**33.0%**

COUNTY BUDGET SUMMARY				
As of 10-31-26	**Annual Budget**	**Year-to-Date Expenditures**	**Remaining Budget**	**% of Budget Expended**
Institutional Support	$629,476	$344,172	$285,304	54.7%
Plant Operations	$3,140,524	$1,070,682	$2,069,842	34.1%
Capital Outlay	$1,200,000	$1,120,197	$79,803	93.3%
Totals	**$4,970,000**	**$2,535,051**	**$2,434,949**	**51.0%**

INSTITUTIONAL BUDGET SUMMARY				
As of 10-31-26	**Annual Budget**	**Year-to-Date Expenditures**	**Remaining Budget**	**% of Budget Expended**
Institutional Support	$138,536	$70,283	$68,253	50.7%
Curriculum Instruction	$578,508	$333,364	$245,144	57.6%
Workforce & Continuing Education	$468,513	$225,542	$242,971	48.1%
Academic Support	$117,602	$15,308	$102,294	13.0%
Student Support	$511,020	$156,460	$354,560	30.6%
Plant Operations	$12,941	$529	$12,412	4.1%
Proprietary	$250,000	$887,427	-$637,427	355.0%
Student Aid	$5,200,000	$0	$5,200,000	0.0%
Capital Outlay	$6,000,000	$895,013	$5,104,987	14.9%
Totals	**$13,277,120**	**$2,583,925**	**$10,693,195**	**19.5%**

Financial Aid & Veterans Services

- **FAFSA Processing:** The Financial Aid Office has continued to provide essential support to current and prospective students by assisting with FAFSA completion and navigating the financial aid process for the upcoming semester. Staff have also maintained timely processing of financial aid applications and awards, helping students secure funding and remain on track for enrollment and academic success.
- **Veterans Benefits:** Continues to provide timely support to student veterans by processing VA education benefit applications and assisting students with questions related to their benefits and enrollment for the upcoming semester.
- **Professional Development:** Ashley and Katie attended the 2027-2028 Financial Aid Setup Training in Goldsboro to prepare for the upcoming academic year. Ashley also participated in the three-day New Financial Aid Director Training in Greensboro, gaining valuable knowledge related to financial aid administration, regulatory updates, and best practices while building professional connections with colleagues from institutions across North Carolina.
- **Outreach:** The Financial Aid Office conducted a financial aid information session at West Carteret High School on October 26, 2026. Approximately 50 students and parents attended to learn about financial aid opportunities, FAFSA completion, and the financial aid application process, supporting the College's outreach and enrollment efforts.
- **Scholarships:** The College received approximately 95 Golden LEAF Scholarship applications for committee review, reflecting continued demand for scholarship funding and student support resources.

Athletics

- **Fall Athletics Season:** The Kraken athletic programs completed a successful inaugural fall season, demonstrating strong competitiveness, student-athlete development, and community engagement.
    - **Cross Country:** Student-athlete Caeleigh Torrence represented Carteret Community College exceptionally well. Throughout the season, she steadily improved her performance and significantly lowered her race times.
    - **Women's Soccer:** The Kraken concluded their inaugural season with a 5-7 record, scoring 23 goals while allowing 18 goals. Despite being a first-year program, the

team consistently competed with established Region 10 opponents, a noteworthy achievement that earned recognition from conference coaches and peers. Their success was reflected in several postseason honors:

- **Coach Robbie Park** - Region 10 Coach of the Year
- **Kipper Case** - First Team All-Region
- **Kimberly Alvear** - Second Team All-Region
- **Justine Belanger** - Third Team All-Region
- **Tiana Greene** - Third Team All-Region

- **Baseball**: The baseball program completed a successful fall exhibition season, demonstrating measurable improvement in all phases of the game. While exhibition records are not publicly reported, the team competed effectively against established Region 10 programs and secured victories in several contests. The program will officially begin its inaugural season in February.
- **Community Engagement:** Kraken student-athletes and coaches volunteered at Sea of Learning's Fall Festival in October, further strengthening the College's commitment to community engagement and service.

Emergency Preparedness and Security

- **Meetings and Professional Engagement**
  - Staff Executive Committee & Employee Meetings
  - State of the Community Meeting
  - Blocked off parking spaces for Trunk or Treat and Construction Trades Day
  - Participated in SGA's Fall Fest
  - Assisted with Lt. Governor Rachel Hunt's visit
  - Working with security camera vendor, Verkada, on our replacement program

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Attachment 6

TO: Carteret Community College Board of Trustees

FROM: Brenda Reash, Executive Director Foundation

DATE: November 2, 2026

SUBJECT: Board of Trustee November 11, 2026 Meeting Date

NEW FISCAL YEAR – Board Member Annual Fund Participation: July 1, 2026 – June 30, 2027

- Board of Trustees – 50%
- Board of Directors –41%
- Employees – 53% participation Campus Week of Giving which took place September 14-18, 2026

Annual Fund Unrestricted Gifts FY: $7,834 (18.13% of goal)
Fundraising Revenue FY: $221,353 (30.66% of goal)
Endowment donations this fiscal year-to-date: $73,540
FY College Support (funding given to the college, this includes capital funding): $424,175

Community Relationships and Current Activities:
This section highlights the key activities and engagements of the Executive Director and Foundation team, demonstrating their continued dedication to advancing the College's strategic priorities, fostering community partnerships, and strengthening philanthropic support.

- The Foundation continues donor cultivation efforts in support of the **Industrial Trades Center**. To date, **$1,450,660** has been secured through **donor contributions and grant funding**.
- A Fall Lecture was held on October 9 in collaboration with UNC Humanities on the Road, with more than **20 community members** in attendance.
- Three members of the Foundation team attended the **NCCORD System Foundation Conference** in October. More than **50 of North Carolina's 58 community colleges** were represented at the conference, which was hosted by **Haywood Community College**.
- The Board Governance Committee met and continues its review of all Foundation policies, with the goal of completing a comprehensive policy review annually.
- The Board Finance Committee met to review the Foundation's financial performance and finance-related policies.
- The Board Development Committee met to discuss current fundraising initiatives and evaluate future fundraising opportunities and events.
- Please remember to **RSVP for the Foundation Board Holiday Reception**. Invitations have been sent to the Trustees college and personal email addresses. The reception will be held on **Tuesday, December 1st, from 5:00 to 7:00 p.m. at the Merrell Estate, Indian Beach**.

Upcoming Events/Life Enrichment Classes/Opportunities to be with Donors and Community:

- **Life Enrichment Classes** to explore: Life Enrichment - Carteret Community College
- **Escoffier Dinner tickets:** 2026-2027 Escoffier Dinner Series
- **Crystal Coast Wine Expo tickets:** 2026 Wine Expo
    - Thursday night's event Plates & Pours with the Culinary Students is almost sold out.

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Attachment 7

TO: Carteret Community College Board of Trustees

FROM: Angela Hiley, Grants Coordinator

DATE: 11/05/26

SUBJECT: Board of Trustee 11/11/2026 Meeting

Carteret Community College Grant Status Report				
Grant Information			Grant Status	
Funding Organization	Purpose of Grant	Requested	Application Submitted	Status
AMTA/Massage Envy	Massage Therapy Equip.	$10,000	October 2026	Open
GoldenLEAF (Stage 2)	Elect. & HVAC Instructional AV Equip WCCTT	$205,345	October 2026	Open
PBMares	Small Business Center	$10,000	October 2026	Open
NSF-ATE	Marine Trades	$471,789	September 2026	Open
NSF-ATE	Automotive	$471,491	September 2026	Open
Rotary (MHC Noon)	ABE computers	$2,555	September 2026	Open
Weyerhaeuser	Automotive	$35,000	September 2026	Did not win
GoldenLEAF (Stage 1)	Elect. & HVAC Instructional AV Equip WCCTT	$205, 345	August 2026	Invited to submit Stage 2.
Burevitch Foundation	EAE Digital Literacy	$28,950	July 2026	Did not win
Big Rock Foundation	Athletics	$150,000	July 2026	Open
Firehouse Subs	SCBAs	$31,048.24	July 2026	Did not win
Kenan Trust	Simulation Lab Training	$46,000	June 2026 (LOI)	Declined
Beaufort Ole Towne Rotary	LST supplies	$2,500	April 2026	Awarded $2,500
Lowes Foundation Cable Grant	WCCTT Capital	$1,000,000	March 2026	Did not win
Cannon Foundation	WCCTT Capital	$250,000	March 2026	Awarded $200,000
Duke Energy	Community Resiliency – campus improvements	$25,000	March 2026	Awarded $25,000
AWS	WCCTT – Welding Equip.	$47,640.93	March 2026	Did not win
Duke Energy	WCCTT – Electrical training equipment	$24,825.00	February 2026	Did not win
Dollar General	Adult Literacy (CCR)	$10,000	February 2026	Awarded $10,000
AFFA	SAGA Club Support	$4,000	January 2026	Awarded $2,000
Firehouse Subs	First Responder Equipment	$28,854.53	January 2026	Did not win
NC State & Local Cybersecurity Grant	Two firewalls & three-year support contract	$98,982.24 (40% match)	November 2025	Awarded ($59,389.34)
Truist Foundation	WCCTT Capital	$100,000	November 2025	Awarded $50,000
Sea Grant Aquaculture Legal/Regulatory/ Policy	Compliance Software App for Oyster Farmers	$176,498	January 2025	Open

Sea Grant Aquaculture Internships	Aquaculture internships/partnerships	$251,024	Revised/resubmitted January 2026	Open
NOAA – Fisheries Habitat Conversation Program	Building Capacity for Restorative Aquaculture & Resilient Coastal Communities in Eastern NC	$9,995,823	April 2025	Open
Total 2026-2027 Fiscal Year Awards $259,389.34				

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Attachment 8

TO: Carteret Community College Board of Trustees

FROM: Cindi Goodwin Sr. Director, Operations and Facilities

DATE: October 26, 2026

SUBJECT: Board of Trustee Meeting November 11, 2026 – Facility and Operations Updates

- Industrial Trades Center: The building has picked up speed and is really beginning to develop! The classroom views are amazing and the size of the labs is exciting.
    - Exterior walls are enclosed and sheeting is beginning.
    - Interior wall framing 95% complete, drywall to begin in two weeks.
    - Brick exterior 100% complete.
    - HVAC duct 100% complete
    - HVAC units set, air handlers are hung, dust collection piping is completed.









- One-Door Phase IV – Automotive Relocation
    - Finalizing Advanced Planning drawings for space
    - Evaluating infrastructure and preparing budget in progress.

- McGee Phase III- NAVIGATION CENTER –
    - A ribbon cutting ceremony was held October 21 and was widely attended.
    - Exterior signage is in production
    - Exterior sidewalks to be install in early November
    - Rear planting beds have gone in, trees and winter plantings to begin next week.

- McGee Boardroom
    - Photos still in progress for Trustee recognition
    - President years of service plaques are still in production.

- NC DEQ Permit Modifications in progress
    - HCAC sidewalk and storage shed- submitted for approval
    - Industrial Trades Center (Workforce Center) driveway entrance from Arendell- permit modification documents in progress.

<u>O&F Team</u>

- Operations & Facilities team has successfully completed ALL safety training for this quarter. This included Ladder Safety, Fire & Explosion Hazards and Compressed Gas Safety.
- Shout Out to Janet Peterson, our O&F Admin, who administratively supported the Human Resources Department for three weeks during the transition of staff in that office. She covered double duty for two department - WHAT A TEAM PLAYER!

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CARTERET COMMUNITY COLLEGE

Attachment 9

TO: Carteret Community College Board of Trustees

FROM: Amanda Bryant, Senior HR Director

DATE: October 30, 2026

SUBJECT: Board of Trustee November 2026 Meeting

Recruiting/Hiring*

Nursing Instructor- 12 month	Cynthia Pamplin	Interviews 11/9
Nursing Instructor – 10-months	Danielle Grady	Interviews 11/9
Assistant Athletics Director	New	Change to a temporary hire
Instructional Affairs Director	New	Jennifer Wisely DOH 1/4/27
Family Support Specialist	Marty Myers	Marty Myers will return, DOH TBD
English Instructor – 12-months	Terri Van Sickle	Will Eddins DOH 1/4/27
Dean Health Sciences	Laurie Freshwater	Internal promotion: Krissy Stewart-Horton 12/1/26
Dean, Arts & Sciences	Doree Hill	Internal promotion: Terri Van Sickle 12/1/26
Dean, Public Safety	Amy Snyder-Wells	Candidate decommitted after accepting offer; reposted 11/3
Events & Communications Coordinator	Kristi Mroch	2nd Interview 11/4
VP, Student Services & Community Partnerships	Perry Harker	Posting closes 11/10
Director, Financial Aid	Roce Frazier	Ashley Hutson 12/1/26
Assistant Director, Financial Aid	Ashley Hutson	Interview 11/2
English Instructor – 10-months	Michael Bowen	Allie Pysell DOH 1/4/27

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

Fiscal Year	FY27	FY26	FY25	FY24	FY23	FY22	FY21	FY20	FY19	FY18
New Permanent Hires	4	24	23	28	22	28	26	17	27	5
Internal Transfer/Promo	2	2	19	7	7	6	7	7	1	6
Total Hires	6	26	42	35	29	34	33	24	28	11
Retirement	3	1	8	9	7	11	9	4	2	4
Resignation	5	17	12	11	13	13	9	12	14	5
Involuntary resignation	2	4	2	3	2	3	6	2	3	1
Total Terms	10	22	22	23	22	27	24	18	19	10

Employee Headcount and Turnover

October Payroll Headcount		October Turnover	FY27 Turnover	Historical Turnover
F/T Perm Faculty	65	1.16%	5.85%	FY26: 12.87%
F/T Perm Staff	103			FY25: 12.99%
P/T Perm Faculty	1			FY24: 13.75%
P/T Perm Staff	3			FY23: 13.11%
Total Perm	**172**			FY22: 16.36%
Total Payroll	**353**			FY21: 14.57%

Recent Employee Departures

Name	Position	Date
James Eisenmann	Physics Instructor	10/19/26
Lynn Owens	Payroll Accountant	10/31/26

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Attachment 10

TO: Carteret Community College Board of Trustees

FROM: Curtis Gillikin, Director Campus Information Technology

DATE: November 2, 2026

SUBJECT: Board of Trustees November Meeting

Highlights, Initiatives, and Projects Completed October 2026

- Administered annual cybersecurity awareness training for all full-time employees via the KnowBe4 Security Awareness training platform.
- Deployed spring semester curriculum and WCE course shells in Canvas using the Ellucian ILP integration with the Ellucian Colleague Student Information System (SIS).
- Created a faculty support guide detailing the process of migrating course content from Moodle to Canvas in preparation for the upcoming spring semester.
- Provided the Carteret CC Library with additional laptops for student checkout.
- Went live with FundFive Automate; This platform allows automated WCE registrations through FundFive Register to update real-time in the SIS, Ellucian Colleague. This minimizes manual processes for the registrars.
- Addressed issue with Amazon Web Services (AWS) alerts, eliminating false positive alerts.
- Addressed network time issues. This issue was causing certain College devices to have an inaccurate internal clock. This resulted in further issues with timestamps and authentication.
- Continued decommissioning legacy Gmail student email accounts. These will be eliminated completely in early November.
- Provided IT and AV Support for:
    - October 1st Carteret County Homebuilders Association
    - October 9th Nursing Fall Pinning Ceremony
    - October 14th Board of Trustee meeting in the newly re-opened McGee Boardroom
    - October 22nd Fall Festival
    - October 23rd Employee Meeting
    - October 30th Construction Trades Day

IT Help Desk Incidents and Requests Resolved in October: 676

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Attachment 11

TO: Dr. Tracy Mancini and the Board of Trustees

FROM: Greta Quinn, Chair, Faculty Executive Committee

DATE: October 29, 2026

SUBJECT: Faculty Executive Committee Report

FEC Updates

I. The Faculty Executive Committee met on October 9, 2026. The next meeting will be November 13, 2026.

II. The FEC Canvas Subcommittee has met and discussed proposed updates to the Canvas template for the 2027–2028 academic year. The subcommittee will present its proposals to the FEC for a vote. Recommendations adopted by the FEC will then be submitted to Dr. Brown for her approval.

III. A SharePoint page, FEC Faculty Share, has been created to help faculty collaborate and share best practices, particularly related to AI and Canvas. Faculty members continue to provide helpful tips to their colleagues during the "Faculty to Faculty Five Minutes" portion of each FEC meeting.

IV. Faculty members are preparing their spring courses by moving content from Moodle to Canvas and/or copying existing Canvas courses while continuing to develop their Canvas skills.

V. The Faculty Executive Committee is proud to highlight the energy, dedication, and expertise faculty members bring to student success and campus life. Faculty members have been busy actively supporting the Blood Drive, Fall Festival, and Trunk or Treat; advising and registering students; participating in college fairs; and advising student clubs. They are also preparing for a successful spring semester by expanding their Canvas skills, migrating courses, ordering textbooks, and participating in advising training. Alongside their teaching and student support responsibilities, faculty serve on hiring and standing committees. They have also completed their first performance management report, annual cybersecurity training, and benefits enrollment. The FEC celebrates these contributions and draws on faculty members' experiences and insights to advocate for the resources, professional development, and process improvements that help faculty best serve our students.

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Attachment 12

TO: Carteret Community College Board of Trustees

FROM: Merianne Grigoriciuc, Chair - Staff Executive Committee

DATE: November 11, 2026

SUBJECT: SEC Meeting notes

The Staff Executive Committee (SEC) meets monthly to represent all non-teaching staff on matters of general concern and to advise the President's Cabinet on issues affecting staff welfare, professional development, and governance. The SEC's most recent meeting was held on October 14, 2026.

Throughout the year, the SEC has focused on sharing information, resources, and practical tips to help employees navigate several new processes and systems implemented across campus. These include, but are not limited to, the new printer services, revised performance conversation questions, updated bookstore procedures, changes to building access through the S2 system, and software updates within the Microsoft 365 suite. In addition, the SEC has continued its "Two-Minute Tips" initiative, which encourages staff to support one another by sharing knowledge that promotes efficiency and effectiveness in daily work. Topics have ranged from advanced printer functions to digital sticky note applications and other productivity tools.

The SEC remains committed to supporting the College's mission through volunteerism, promotion of campus events, and communication of important employee-related information. The committee has also helped raise awareness of key initiatives and policies affecting staff, including Open Enrollment, employee compensation updates, and Propel NC. Most recently, several SEC members and staff representatives participated in the Navigation Center Ribbon Cutting Ceremony, demonstrating the committee's continued engagement with and support of the College community.

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Attachment 13

TO: Carteret Community College Board of Trustees

FROM: Kristian Jenkins

DATE: November 2nd

SUBJECT: Board of Trustees November 11th Meeting

Student Engagement & Campus Life

October was a busy month for Student Life, with a variety of events and activities focused on student engagement, campus connections, and community involvement.



Fall Fest

Our annual Fall Fest on October 22nd brought together 157 students and 70 faculty and staff members, for a total of 227 attendees. The event featured free food, games, crafts, and the annual cake walk. Community partners Cox's Family Restaurant and Coral Bay Club generously donated food, while students from the Baking & Pastry program provided cakes for the cake walk. Their contributions helped make this year's event a success.

Trunk or Treat

Student Life hosted its annual Trunk or Treat on October 29th, welcoming students, employees, and families from throughout the community. With over 30 decorated trunks, free bounce houses, candy, and family-friendly activities, the event had one of the largest turnouts since Student Life began coordinating it.



Throughout October, Student Life continued offering smaller engagement opportunities in the Bryant Student Center, including Pumpkin Painting, a Boba Bar, and a Sensory Bookmark Make & Take in recognition of ADHD Awareness Month. These activities provide students with opportunities to connect with others and participate in campus life outside of the classroom.

Student Leadership

The Student Government Association held its monthly Senate meeting on October 26th, providing students, faculty, and staff with updates on campus activities and opportunities to share ideas and feedback.

SGA also continued supporting Student Life programming and campus engagement initiatives, giving student leaders opportunities to become more involved in campus activities while developing leadership and teamwork skills.

Military-Affiliated Student Support

Carteret Community College will participate in the Veterans Day Parade on November 7 to recognize and honor those who have served. The annual Veterans Day Breakfast will be held on November 10th at the Hospitality & Culinary Arts Center as an opportunity to show appreciation for our veterans.

Tuesday, November 10

7:30 a.m. – 10:30 a.m.

Hospitality & Culinary Arts Center

November Events in Student Life

Student Life will partner with First Flight Credit Union to offer a Budgeting Basics Workshop on November 5th, providing students with practical financial education and lunch for attendees.

Kraken Connections will also continue on November 19 with *The Great American Smokeout*, bringing awareness to tobacco cessation and connecting students with available resources.

Upcoming November activities include:

- **Make & Take** | November 4 | 11:00 a.m.–2:00 p.m. | Bryant Student Center
- **Coastal Pregnancy Care Center Mobile Unit** | November 4 | 11:00 a.m.–2:00 p.m. | Bryant Student Center Parking Lot
- **Budgeting Basics Workshop** | November 5 | 11:30 a.m.–12:30 p.m. | Bryant Student Center
- **Veterans Day Parade** | November 7 | Morehead City
- **Game Day: Board Games** | November 9 | 11:00 a.m.–2:00 p.m. | Bryant Student Center
- **Veterans Day Breakfast** | November 10 | 9:00–10:30 a.m. | Hospitality & Culinary Arts Building
- **Kraken Pop-Up Event** | November 17 | 11:00 a.m.–2:00 p.m. | Bryant Student Center
- **Game Day: Nintendo Switch – Players Choice** | November 18 | 11:00 a.m.–2:00 p.m. | Bryant Student Center
- **Kraken Connections: The Great American Smokeout** | November 19 | 11:00 a.m.–2:00 p.m. | Bryant Student Center
- **Make & Take** | November 23 | 11:00 a.m.–2:00 p.m. | Bryant Student Center
- **SGA Senate Meeting** | November 30 | 11:00 a.m.–12:00 p.m. | Bryant Student Center, Room 205

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Attachment 14

TO: Carteret Community College Board of Trustees

FROM: Kendal Cooke

DATE: November 2nd

SUBJECT: Board of Trustees November 11th Meeting

Make and Take – October 19th
SGA hosted a Make and Take event to build anticipation for the fabulous Fall Fest further! The event featured a boba drink station where students could stop by the Bryant Center and enjoy a personalized, ice-cold boba drink right here on campus.

Fall Fest – October 22nd - 11 AM–2 PM | Civic Center
The Great Pumpkin Gala was a tremendous hit! With roughly 230 attendees, including 157 students and 70 employees, the event brought our campus community together to celebrate the fall festivities. The generous donations from both Coral Bay Country Club and Cox Family Restaurant were also a big hit, with food supplies running out by 12:30 PM! Students, including myself and other SGA board members, thoroughly enjoyed all that Fall Fest had to offer, including apple nachos, stuffed animals, a patch station, and much more. This event was a wonderful opportunity to bring our campus community together and celebrate the season!



Senate Meeting – October 26th SGA held its monthly Senate meeting on October 26th. These meetings provide a fantastic opportunity for collaboration and discussion with other organizations, allowing us to work together to further improve our community here at CCC.

Ribbon Cutting Ceremony – October 14th
SGA is incredibly grateful to have had the opportunity to attend the ribbon-cutting ceremony. It is wonderful to see the improvements made to the Navigation Center, especially with such a strong focus on supporting students and encouraging academic success. It was truly an honor to cut the ribbon alongside Dr. Mancini and fully experience the excitement of the new Navigation Center!



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