



**TO:** All Members of the Board of Trustees  
**FROM:** Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President and Secretary  
**SUBJECT:** Board Meeting: Wednesday, October 11, 2023, at 9:00 AM, Henry J. McGee Boardroom

<b>AMENDED AGENDA</b>			
I.	*	<b>CALL TO ORDER</b> A. Ethics Statement	Chair Melodie Darden
II.		<b>FOUNDATION CHECK PRESENTATION</b> A. The Foundation	Chair Darden Ms. Brenda Reash
III.	*	<b>APPROVAL OF AGENDA</b>	Chair Darden
IV.	*	<b>APPROVAL OF MINUTES</b> (September 13, 2023 <a href="#">Attachment 1</a> )	Chair Darden
V.		<b>CHAIR REPORT</b>	Chair Darden
VI.		<b>NEW EMPLOYEES</b> A. Jenna Dozier B. Adriana Lopez C. Kristin Walker	Chair Darden Dr. Maggie Brown Mr. Perry Harker Mr. Perry Harker
VII.		<b>PRESENTATION</b> A. Corporate and Community Education	Chair Darden Mr. Rick McCormac
VIII.	*	<b>NEW BUSINESS</b> <b>A. Policies for Review-Second Read</b> <b>1. Political Activities of Employees Policy</b> <b>(Attachment 2)</b>	Chair Darden Mrs. Amanda Bryant
IX.	*	<b>COMMITTEE REPORTS</b> <b>A. Personnel, Policies, and Bylaws</b> <b>1. Revisions of Governing Policies-Second Read</b> <b>* B. Curriculum and Student Support</b> <b>1. 911 Communications &amp; Operations ISA (Attachment 4)</b> <b>* C. Joint Building &amp; Grounds and Finance</b> <b>1. 2023 Performance Bonus (Attachment 5)</b>	Chair Darden Trustee Mary Charles Jenkins Trustee Rosa Langston Trustee Bill Henderson Trustee Dee Meshaw
X.		<b>OTHER REPORTS</b> A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments <a href="#">6,7,8,9,10,11,12,13,14,15,16</a> ) C. Staff Executive Committee	Chair Darden Trustee Penny Hooper Dr. Mancini Mr. Ed Ladenburger
XI.		<b>BOARD COMMENTS</b>	Chair Darden/Trustees
XII.	*	<b>ADJOURNMENT</b>	Chair Darden

\*Indicates Item for Action



DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
October 13, 2023	28 <sup>th</sup> Annual Carteret CC Golf Tournament, for more information, click <a href="#">here</a>	8:00 a.m.	Crystal Coast Country Club, Pine Knoll Shores
October 16, 2023	Culinary Lunch Series, tickets go on sale		Hospitality and Culinary Arts Center
October 26, 2023	Carteret CC Trunk or Treat	5:00-7:00 p.m.	McGee Parking Lot
November 4, 2023	Wine Expo, click <a href="#">here</a> for tickets and information	1-2:00 VIP Hour 2-5:00 General Admission	Hospitality and Culinary Arts Center
	Escoffier Dinners, click <a href="#">here</a> for info and tickets		Hospitality and Culinary Arts Center



**CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES**

**MINUTES OF MEETING**

**SEPTEMBER 13, 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 September 13, 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. Bill Henderson  
Mrs. Penny Hooper  
Mrs. Mary Charles Jenkins

Mrs. Rosa Langston  
Mrs. Dee Meshaw  
Mrs. Catherine Parker  
Mr. Will Rogers  
Mr. Doug Starcke

**Administration Present**

Dr. Tracy Mancini  
Mr. Perry Harker  
Mrs. Donna Cumbie  
Mrs. Cindi Goodwin  
Ms. Brenda Reash  
Mrs. Amanda Bryant  
Ms. Logan Okun  
Mrs. Laura Sullivan

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

**College Employees Present**

Mr. Richard Abell  
Mr. Ed Ladenburger  
Mr. Jeff Goduti  
Mr. Adam Parchman  
Mr. Nathan Branson

Director, Security and Emergency Preparedness  
Director, Instructional Support and Distance Learning/SEC Chair  
Executive Director, Business Operations  
Lead Instructor, Boat Manufacture & Marine Technologies  
FEC Chair

**Guests Present**

Mr. Tate Lawrence  
Ms. Cheryl Burke

Safe Harbor Jarrett Bay  
Reporter, Carteret County News-Times



### **A. Ethics Reminder**

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

### **FOUNDATION CHECK PRESENTATION**

Chair Darden introduced Mr. Tate Lawrence, General Manager of Safe Harbor-Jarrett Bay, who presented a check for \$5,000 to support the College's Boat Manufacture & Service program. She explained that Jarrett Bay was founded in 1986 and since that time it has constructed and delivered over 90 sport fishing boats. Jarrett Bay continues to service thousands of vessels. Mr. Adam Parchman, lead instructor of Boat Manufacturing and Marine Technologies, spoke first about Jarrett Bay. Mr. Parchman said Jarrett Bay had been very generous to him especially when he was in college, and they are very committed to Carteret Community College. They take the time to help, and Mr. Parchman said he is very excited about the partnership between the College and Jarrett Bay. Mr. Tate Lawrence attributed the company's generosity to the people and said they could not function without the College.

### **APPROVAL OF AGENDA**

Chair Darden presented the September 13, 2023, agenda for approval by the Board.

**Trustee Will Rogers motioned to approve the agenda for September 12, 2023. The motion was seconded by Trustee Dee Meshaw. The motion passed unanimously by voice vote.**

### **APPROVAL OF MINUTES**

Chair Darden presented the August 9, 2023, minutes and the August 28, 2023, Special Board Meeting minutes for approval by the Board.

**Trustee Rosa Langston motioned to approve the August 9, 2023, minutes and the August 28, 2023, Special Board Meeting minutes. Trustee Penny Hooper seconded the motion. The motion passed unanimously by voice vote.**

### **CHAIR REPORT**

Chair Darden welcomed Mr. John Martin, the 2023-2024 Student Government Association President. She asked Mr. Martin to say a few words about himself. Mr. Martin said that he was from Snow Hill, NC, and he is majoring in Biology. He wants to transfer to East Carolina University and hopes to become a dentist.

Chair Darden said she, Dr. Mancini, Mr. Harker, and Trustee Bill Henderson had attended a meeting at Mount Tabor Missionary Baptist Church to hear concerns about the Public Safety Training Facility on



Laurel Road. She said Mr. Harker spoke to the residents about the college's role as a responsible neighbor. He also outlined the safety precautions and stressed that no hazardous materials would be used. The College is currently preparing a one-page statement to clarify the plans.

Chair Darden said she, Trustees Brady, Henderson, and Jenkins had attended the Welcome Back Bash on August 21, 2023, and enjoyed a cookout lunch.

Chair Darden said because of Tropical Storm Idalia, the delegation of trustees did not travel to Wilmington to the NCACCT Seminar on August 30-September 1, 2023. There will be a virtual training option for those who were scheduled to attend.

Chair Darden and Dr. Mancini met with new trustee, Mr. Will Rogers, for a tour and orientation session. She thanked Trustee Rogers for his service and is looking forward to working with him.

Chair Darden thanked former trustee, Robin Comer, for his service the past three years. Mr. Comer resigned from the board but wrote in his letter that the Community College System is a positive path for individuals, no matter what the journey may look like. He said it allows for focus, skill building, academic advancement, maturity, and still remains cost effective. Chair Darden said the College would miss Mr. Comer. She said the Board of Education would announce their trustee selection at their October meeting.

Chair Darden reminded the Board about the Diamond Bash on September 29, 2023. Tickets are still on sale and the Foundation is still looking for table sponsors.

Chair Darden said that since everyone was in person at the meeting, she wanted to have a photograph made of the Board. The Board went outside where Ms. Logan Okun took a photograph.

## **NEW EMPLOYEES**

### **A. Liz Hubbard**

Ms. Hubbard had a conflict and was unable to attend. Mr. Perry Harker was asked to tell the Board about Ms. Liz Hubbard who was unable to be at the meeting. He explained that Ms. Hubbard is the Re-entry Transition Specialist, funded by a grant that was received through the Workforce Development Board. She is connecting justice-involved individuals who will be leaving prison or jail to get them into classes or put them in contact with employers. Mr. Harker said the College is presently working with 70 justice-involved individuals and has identified 73 employers who are willing to interview justice-related job candidates.

### **B. Jeff Goduti-Executive Director of Business Operations**

Mrs. Donna Cumbie introduced Mr. Goduti to the Board. Mr. Goduti spent the past 15 years in professional ice hockey, where he managed the hockey operation department and traveled full time with the team, overseeing the day-to-day logistics. Mr. Goduti said that he was excited to be here and to have the opportunity to work at Carteret Community College.



## **PRESENTATION**

### A. Foundation

Ms. Brenda Reash reminded the trustees of the Foundation's purpose to support college students and programs. She said it is through their annual events that they generate unrestricted funds. The boat donation/resale program funds projects and capital campaigns. Grant funding is also a primary focus for the College. The Foundation is adding more scholarships annually, which is great for the students.

The Foundation funds professional development for the faculty and staff. Grant coordinator Kristi Mroch is focusing on equipment grants to see how they may help with the college budget. Mrs. Mroch is working on a large grant for the welding program. This grant would replace the old equipment used in the welding building and also provide equipment for the high school that our welding instructors use.

Another way in which the Foundation is helping the students is by helping the Horticulture students compete in a national competition and by supporting SkillsUSA competitions for other students. The Foundation is funding the new Student Ambassador program. The Student Ambassadors will be required to attend certain events and be ambassadors for the College in the community.

Ms. Reash said the scholarship funds for students this year total \$165,885; Financial Aid has been awarding these scholarships. There are still some available for the spring and summer semesters. She encouraged board participation in annual giving, attending events, and introducing the College to the community.

Dr. Mancini commented that the Foundation is in good shape thanks to Ms. Reash and Mr. Scott Lane. They have brought it to a very solvent place where the Board can invest in students and staff and equipment.

## **NEW BUSINESS**

### A. Consider Stage Naming Opportunity

Chair Darden explained that on August 28, 2023, the Board held a special meeting to discuss a naming opportunity for the stage at Joslyn Hall. At this meeting, the Board went into closed session and they all agreed to approve the stage naming as the Marvin and Cynthia Barnes Stage. This was the result of a generous gift of \$100,000 for Joslyn Hall. With this gift, the College is at 96% of the goal in the *Every Seat Counts* Campaign.

Chair Darden asked for a motion to approve the stage naming opportunity.

**Trustee Doug Brady made a motion to approve the stage naming in Joslyn Hall as the Marvin and Cynthia Barnes Stage. Trustee Wrenn Johnson seconded the motion. The motion passed unanimously by voice vote.**



## B. Policies for Review-First Read

### 1. Political Activities of Employees Policy

Mrs. Amanda Bryant explained the policy to the Board. There were some questions and Mrs. Bryant said she would clarify and bring a revised version to next month's second reading.

## **COMMITTEE REPORTS**

### A. Personnel, Policies, and Bylaws

#### 1. Proposed Revisions of Governing Policies-First Read

Trustee Mary Charles Jenkins went over the corrections that the committee made at their meeting. Trustee Jenkins advised the Board that they would vote at the October BOT meeting and if they had any suggestions to contact any of the committee members.

## **OTHER REPORTS**

### A. Foundation Liaison

Trustee Penny Hooper challenged the Board to get more people for the Diamond Bash on September 29, 2023. She informed them the online auction would open on September 22, 2023. Trustee Hooper mentioned the Joslyn Hall remodeling goal is almost complete. Work on Joslyn Hall is due to begin in February and completed in May of 2024. Tickets for the Escoffier Dinners will go on sale on October 2, 2023. Culinary lunches will begin in November 2023.

### B. President's and Executive Leadership Council Reports

Dr. Mancini welcomed Mr. John Martin to the Board meetings. She informed the Board that the SGA had been updating the Student Center where they will have a dedicated lounge and a donated pool table for the students to enjoy.

Dr. Mancini reported the Culinary students were doing well in France and learning from the French chefs they are working with. They will work in four different restaurants in France.

Dr. Mancini said that there is 3.3% headcount increase in Curriculum this Fall. Curriculum is doing well in regards to enrollment.

She mentioned she had been appointed to a sub-committee of the President's Association to review the state funding formula.

Dr. Mancini said that Carteret Links will return this month. There will be four seminars between September and December on topics such as sleep health featuring Mayor Sharon Harker, drug trends and updates by Dr. Randall Williams and Sheriff Asa Buck, stress management and holiday weight management by members of the County Health Education Division.



Dr. Mancini said the College will host Blue Cross/Blue Shield of NC and EdNC on September 26, 2023. The group has toured nearly all of the 100 counties of North Carolina and is looking forward to seeing and learning more about Carteret County. The College is arranging a tour of campus and local businesses and will provide a welcome for the group's dinner at the Hospitality and Culinary Arts Center.

#### C. Faculty Executive Committee

Mr. Nathan Branson said the FEC has been working on goals for 2023-2024. The FEC is planning to brainstorm about a potential project for the 60<sup>th</sup> anniversary of the College. The FEC invited Ms. Brenda Reash to speak at their September meeting on ways faculty can volunteer.

### **BOARD COMMENTS**

Trustee Bill Henderson commented that he appreciated those who have grown the partnerships between Carteret Community College and Jarrett Bay. They should be commended for this.

Trustee Mary Charles Jenkins welcomed back Trustee Langston after having knee surgery. She congratulated Mr. Perry Harker for being selected for the Hunt Institute's fourth cohort of ElevateNC and really appreciates all that he does for the College.

Trustee Dee Meshaw welcomed SGA President John Martin to the Board meetings.

Trustee Rosa Langston said she was happy to be back. She is excited about the grant Mr. Harker obtained for connecting those coming out of prison. Trustee Langston is thrilled with the 3.3% growth Dr. Mancini mentioned in her report and encouraged the Board to step up for the Diamond Bash.

Trustee Penny Hooper welcomed back Trustee Langston and thanked Mr. Harker for all that he is doing at the College. She welcomed John Martin to the Board meetings. Trustee Hooper encouraged the Board to attend the Diamond Bash and said she is enjoying being the Foundation Liaison because she has learned so much.

SGA President John Martin thanked everyone for the warm welcome to the Board meetings. He is excited to be participating in the meetings.

Trustee Doug Starcke welcomed John Martin. He commented it was good to hear what the Foundation was doing and said he would miss Trustee Comer.

Trustee Will Rogers re-iterated Trustee Henderson's comments about partnerships and the College.

Trustee Catherine Parker said it is a privilege to be a part of this College. She commented that Mr. Perry Harker had done an amazing job and thanked Ms. Reash for how well the Foundation is doing.





Trustee Doug Brady recognized Trustee Robin Comer for his service to the Board and expressed appreciation for the perspective Trustee Comer brought to the table. Trustee Brady appreciated the contribution from Marvin and Cynthia Barnes for Joslyn Hall.

Trustee Wrenn Johnson shared with the Board that she had met a young man who was in the renewable energy class at the College and she was so impressed with him and what he has learned. She commended the Culinary program and the opportunity for the students to travel to France and learn.

Chair Melodie Darden said it was great to have all the trustees here in person. She welcomed John Martin to the meeting and thanked Mr. Harker for all his hard work.

**ADJOURNMENT**

**There being no further business, Trustee Catherine Parker made a motion to adjourn at 10:10 a.m. Trustee Mary Charles Jenkins 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  
September 15, 2023

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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## Policy Proposal

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

Originator: Amanda Bryant Date Submitted: August 2023

New Policy

Revise Existing Policy

<b>Policy No.:</b> <u>2.4.2</u>	<b>Policy Title:</b> <u>Political Activities of Employees Policy</u>
<b>Responsible Division:</b> Human Resources	<b>Citation:</b> <u>1C SBCCC 200.99</u>
<b>Signature/ Date Approved:</b> Board of Trustees XX/XX/XXXX	<b>SACSCOC:</b> _____
EFFECTIVE <u>11/1/2018</u>	

### Policy Statement:

Each employee of Carteret Community College retains all rights and obligations of citizenship provided in the Constitution and laws of the State of North Carolina and the United States of America. Therefore, the Board of Trustees encourages employees of the College to exercise their rights and obligations of citizenship.

All College employees have the right to freely express their views on any subject, including advocacy for or against candidates for public office and for or against matters of contemporary political debate, and legislative or social action issues. In exercising these rights, all activities must be conducted independent of College employment. The political opinions assumed by employees are personal ones, and employees must ensure that they do not imply that such opinions are endorsed by the College. College employees may not use the authority of their position or the resources of the College to secure support for, or to oppose any person or issue in an election, legislative process or other matters of contemporary political or social debate. College employees may not coerce, solicit or compel another College employee to support or contribute to a political candidate, party, issue or cause.

The College shall not solicit nor require an employee or applicant for employment to affirmatively ascribe to or opine about beliefs, affiliations, ideals or principles regarding matters of contemporary political debate or social action as a condition to employment or professional advancement.

Employees who seek public office or choose to actively participate in a political campaign are subject to the following provisions:

- Employees shall not actively campaign for political office or engage in political activity while on duty or within any period of time during which they are expected to perform services for which compensation from the College is rendered.
- Employees shall not utilize College funds, supplies, or vehicles to secure support for or opposition to any candidate in any election, or to affect the outcome of party nominations.

- Employees shall not use any promise of personal preferential treatment or threat of loss to encourage or coerce any employee, student, community partner, or guest of the College to support or contribute to any political issue, candidate, or party.

Employees who decide to run for public office shall notify the Board of Trustees through the President of their intentions to run and certify that they will comply with College policy as outlined above for the duration of their campaign. Employees elected to or appointed to a part-time public office shall notify the Board of Trustees through the President and certify that their service will not interfere with the employee's regular duties and that no College resources will be used to secure or perform the duties of the elected or appointed position.

Employees who are elected or appointed to a full-time public office shall be required to take a leave of absence without pay upon assuming that office. The length of the leave shall be determined by the ~~Board of Trustees~~ President.

In the event the President chooses to run for or accept appointment to any public office, these rules also apply. Additionally, the Board of Trustees shall inform the State Board of Community Colleges.

#### Definition of Terms:

1. College resources are considered to be money, services, supplies, equipment, information technology resources, email accounts, vehicles, and other funds, or property owned or controlled by the College.
2. Public Office means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute or ordinance.
- 1.3. Membership in the General Assembly is a full-time public office under this policy.



## Policy Proposal

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Originator: Amanda Bryant Date Submitted: August 2023

New Policy

Revise Existing Policy

Policy No.: 2.4.2

Policy Title: Political Activities of Employees Policy

Responsible Division: Human Resources

Citation: 1C SBCCC 200.99

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

SACSCOC: \_\_\_\_\_

EFFECTIVE 11/1/2018

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**BOARD OF TRUSTEES**  
**CURRICULUM AND STUDENT SUPPORT COMMITTEE MEETING**  
**October 4, 2023**

**INFORMATION ITEM**

In the Spring, Carteret CC's BLET program will be one of 8 Colleges piloting a longer BLET course. The new course is currently being piloted by Fayetteville Tech. The current BLET course is 640 hours, and the new version is 880 hours, an increase of 37%. The new course will be called LET-110 to distinguish it from the older CJC-110. This pilot is in partnership with the NC Criminal Justice and Education Training Standards Commission. The purpose of the extended hours is to give deeper instruction in several areas of policing. Topics in the revised LET 110 course include, "Commission-mandated content specific to law enforcement in North Carolina, criminal investigations, traffic enforcement/investigations, patrol techniques, crisis intervention, communication and de-escalation skills, interviews and interrogations, criminal and constitutional law, court procedures, civil process, ethical problem solving, and officer wellness." **NCCCS CCL**

"Following the completion of the pilot, and in collaboration with the NC Criminal Justice

Education and Training Standards Commission as it moves its pilot BLET program to permanent NC Administrative Code (NCAC) rule status, permanent revisions to the Basic Law Enforcement Training (BLET) (Certificate) (C55120) curriculum standard will be provided to the State Board for consideration using the process as defined in SBCC 1D SBCCC 400.9 Curriculum Standards." **NCCCS Numbered Memo**

**CURRICULUM SUBCOMMITTEE AND BOT APPROVAL REQUIRED**

Richmond Community College has developed a new to the System Curriculum associate degree program, 911 Communications & Operations.

"This program is for individuals who are interested in starting a career in the 911 telecommunications field, as well as providing skills enhancement for those already working as 911 telecommunicators. Emphasis is placed on public safety communications systems, cyber security operations, and project coordination." **Richmond CC Rack Card**

Richmond CC is seeking to engage our College into an Instructional Service Agreement (ISA) in which Carteret CC would offer the first year of instruction including our currently existing general education and business courses. For the second year, students would be enrolled at Richmond CC in the required core coursework. Richmond CC will contract with one of our instructors to oversee the Work-based Learning component of the program, which can be done in our service area.

**The proposed implementation for this ISA is Spring 2024.**

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**PERFORMANCE BONUS FOR FY2023-2024**

As part of the baseline budget allocated to the fifty-eight community colleges, Carteret has been allocated a total of \$135,395.00 of performance-based funding measured in the following six areas:

- Student success rate in college-level English courses
- Student success rate in college-level Math course
- First year progression
- Curriculum completion
- Licensure and certificate passing rates
- College transfer performance

For an employee to be eligible they must be employed as a permanent employee either full or part-time, must have been hired no later than the first day of class for the bonus year Spring term, must still be employed by CCC in a bonus eligible position as of the date of the bonus, and must not have an active or open "Corrective Action" or "Improvement Plan" on file. The employee must also participate in various activities which may include volunteering, attending employee meetings, attending PINK days, participating in a graduation or pinning ceremony, or submitting an innovative idea.

All state funded eligible employees were pooled based on the total amount of the allocation to ensure the \$135,395 performance-based funding was not exceeded. This calculated to be a flat rate of \$1,094 plus taxes per eligible employee. Additionally, eligible county and institutional funded positions will receive the same flat rate. The flat rate distribution will allow 91 of our eligible employees to receive a larger portion than if we used a percentage distribution.

The table below illustrates a comparison with the prior year.

<b>Performance Bonus Calculation Comparison</b>			
	2022-2023	2023-2024	Year over Year Change
Total Number of Employees	165	167	2
Total Number of Employees Eligible	139	141	2
% Eligible	84.24%	84.43%	
State	\$ 154,556.00	\$ 135,351.34	\$ (19,204.66)
County	\$ 13,960.00	\$ 19,726.32	\$ 5,766.32
Institutional	\$ 10,024.00	\$ 9,865.82	\$ (158.18)
<b>Total</b>	<b>\$ 178,540.00</b>	<b>\$ 164,943.48</b>	<b>\$ (13,596.52)</b>

**TO:** Carteret Community College Board of Trustees

**FROM:** Dr. Tracy Mancini, President

**DATE:** October 6, 2023

**SUBJECT:** Board of Trustees October 11, 2023, Meeting

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Carteret Community College's **60<sup>th</sup> Anniversary** year of celebration continues. On Friday, September 29, nearly 200 guests enjoyed the **Diamond Bash** at the Crystal Coast Civic Center. Feedback from guests about the powerful speeches our students **Tony Pile** and **Jenmekia Gay** made has been tremendous. The College's second president, **Dr. Donald W. Bryant**, was in attendance as well. The event pushed the College well over our fundraising goal to update Joslyn Hall. Thank you to our Trustees and Foundation Directors who supported the campaign and bash – and to all of the community members and businesses that participated. The **Foundation staff** did a fantastic job planning and executing the event. We have put out a Request for Bids on the Joslyn Hall work and hope to begin renovations by early February 2024.

On October 5, the on-site review team representing the **Accreditation Commission for Education in Nursing (ACEN)** conducted an exit interview to review the results of their visit with administration. The committee recommended continuing reaffirmation for eight years with only one recommendation and gave our Associate Degree Nursing program an outstanding report. We are very proud of Chair **Camella Marcom** and all the **ADN faculty**, for their strong work this past year to double program capacity, prepare graduates for their unprecedented 100% pass rate, and complete the reports needed for ACEN reaccreditation.

The **state budget** passed into law on October 3. The NC Community College budget will go before the State Board of Community Colleges on October 20, and then Carteret CC's state budget will be presented to our Board of Trustees in November. The budget calls for 4% raises for faculty and staff in 2023-2024 and 3% raises in 2024-2025. Increases, which will be retroactive to July 1, 2023, and based on June 30 salaries, will be disbursed after Board of Trustees adoption of the budget. In addition, the General Assembly awarded Carteret CC an additional **capital allocation** of \$3,000,000 in 2023-2024 and \$3,000,000 in 2024-2025 for capital and equipment. These funds will be used to address facility and equipment needs in the College's construction and transportation trades programs. The Buildings & Grounds Committee of the Board of Trustees has begun discussions about options and timelines for the use of these funds. The College appreciates the steadfast support of **Senator Norm Sanderson** and **Representative Celeste Cairns**.





On September 26, the College welcomed executives from **Blue Cross Blue Shield of North Carolina**, including President and CEO **Dr. Tunde Sotunde**, for a tour of campus. BCBSNC hosted a dinner for Carteret County leaders at the Hospitality and Culinary Arts Center that evening. Our Hospitality, Culinary Arts, and Baking & Pastry Arts **students**, under the tutelage of **Shana Olmstead** and **Chefs Park, Clarkson, and Wert** made a very positive impression on our visitors. In addition, Instructors **Adam Parchman, Grant Seaton, Scott Leahy, Todd Gardner, and Bryan Snyder** and their **students** left our visitors with a broader understanding of the ways Carteret CC serves and empowers our coastal community through high-quality education and workforce training.

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**TO:** Carteret Community College Board of Trustees

**FROM:** Perry Harker

**DATE:** 9/29/2023

**SUBJECT:** Corporate and Community Education October Board Report

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In partnership with NC One Water, the college hosted the annual Coastal Collections and Distribution Certification Wastewater School last month. More than 225 students were in attendance from various municipalities across North Carolina.

We are excited to announce that Adriana Lopez is the new Adult High School & English as a Second Language Coordinator in our Basic Skills Department. Ms. Lopez will move from her role as an administrative assistant and start in her new position on October 1, 2023. Ms. Lopez's extensive experience within the Basic Skills program is invaluable and will be an immense asset.

We are currently scheduling training with our local law enforcement agencies to conduct mandated in-service training through the fall. In November, we will host a Mental Health Awareness training for Adult Corrections/ Probation that will bring 100-150 officers to our campus.

We partnered with ULECAN, a local Hispanic non-profit, to host a resource fair and Hispanic Heritage Month Celebration. The event featured over 40 vendors, live music, Hispanic dancers, games for youth, and the esteemed presence of the Mexican Consulate. The celebration served as a bridge between the college and the Hispanic community, offering a platform for community engagement and outreach. The event featured informational tables with college training opportunities and various local county and community agencies. More than 300 members of the Hispanic community attended.

We completed the Marine Captain's certification course on-site at the Marine Raider Training Division, Camp Lejeune. We anticipate this course being offered at their location on a recurring basis.

We reapplied for MARAD's 2024 designation as a Center of Excellence for Domestic Maritime Workforce, Training, and Education. Hopefully, funding will be included for the fiscal year 2024.

This semester, we started five Certified Nursing Assistant classes. These classes are blended with both continuing education and curriculum students enrolled. There is a total of 38 students registered.

The College and Carteret Health Care have developed and are implementing Certified Nursing Assistant I apprenticeships. Staff from Carteret Health Care are visiting our current Nursing Assistant I classes to explain this employment opportunity and recruit.



The Fall Fire Academy started with 14 students. Students completing the academy will earn their North Carolina State Fire Fighting credential.

Completed an Electrical Inspection Level I course for North Carolina Building Inspectors. The class was scheduled to allow students to complete most of the class online, and students only had to be on campus face-to-face for the last class meeting to prepare for and complete the final exam.

Students attended from local inspection departments, and several students attended from out of county.

We partnered with the Carteret County Homebuilders Association to offer required contractor continuing education training for twenty-five association members.

We completed our first Renewable Energy Class with fourteen students who completed and earned various industry credentials.

Our second Construction Academy started with eight students registered. We continue to be one of ten pilot community colleges offering this certification.

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**TO:** Carteret Community College Board of Trustees

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

**DATE:** 10/03/2023

**SUBJECT:** Board of Trustee 10/11/2023 Meeting

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- At the time of this report, our Nursing program is undergoing its on-site visit by the Accreditation Commission for Education in Nursing (ACEN) review. Dean Laurie Freshwater, Chair Camella Marcom, and the nursing faculty have been preparing for months to put together meticulous documentation showing the high quality of our ADN program and the success of our students. We have no doubt this visit will be a celebration of our excellence in nursing education!
  
- Several members of our College team have been attending the North Carolina System Office’s Strategic Enrollment Management professional development and are engaging in the task of examining our outreach, enrollment process, and onboarding of students. We look forward to developing and submitting a comprehensive plan by the conclusion of the fall semester.
  
- Our new Director of Counseling, Disability Services, and Retention, Merianne Grigoriuc, and ADA just completed the QPR (questions, persuade, prefer) Gatekeeper Instructor training, which will allow her to offer training in suicide prevention on our campus. In light of elevated rates of suicide in our county, this issue hits very close to home for our students, and we are so grateful for Merianne’s leadership and willingness to face this difficult issue in a proactive way.
  
- Student Life has been very active in September! We hosted the 9/11 Commemoration, Voter Registration week activities 9/18-21, and Fall Fest on September 27<sup>th</sup>. Fall Festival was a fantastic success with our Culinary Arts and Baking and Pastry programs supporting the event with a taco bar and sweet treats, prepared and served by our students. We are looking forward to our annual Trunk or Treat night for the community on October 26<sup>th</sup>.
  
- Our Admissions staff have a very busy October planned with several outreach programs for our students and local middle and high school students.
  - 10/5 - Basic Skills/GED tour– Boat Manufacturing, Marine Tech, & Heavy Diesel
  - 10/10 -Basic Skills/GED tour evening tour – Culinary
  - 10/16 – CCP Expo – on campus WCHS 8:30-10:45
  - 10/17- CCP Expo- on campus 8:30-10:45
  - 10/18- CCP Expo- on campus 8:30-10:45
  - 10/19 - Basic Skills/GED tour – Medical Assisting
  - 10/19 – Field Trip Fair MHC train station
  - 10/26 - Basic Skills/GED tour – automotive
  - 10/27 – Construction Trades Day – on campus

**TO:** Carteret Community College Board of Trustees  
**FROM:** Donna Cumbie, Interim Vice President of Finance & Administrative Services  
**DATE:** October 2, 2023  
**SUBJECT:** Board of Trustee October 11, 2023 Meeting

## Financial Services

Bank Reconciliation Status Report									
	CORE BANKING State Funds			Truist Institutional Funds			FIRST CITIZENS County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
Jul-23	08/01/23	08/02/23	\$ 168,657.75	08/02/23	08/08/23	\$ 2,254,719.92	08/01/23	08/01/23	\$ 317,205.02
Aug-23	09/01/23	09/01/23	\$ 269,672.73	09/01/23	09/15/23	\$ 2,084,193.78	09/01/23	09/01/23	\$ 385,303.97

## Expenditure Update

- On September 22, the General Assembly successfully passed the budget. The governor has chosen not to sign it into law, allowing it to take effect without his signature. We anticipate gaining a more comprehensive understanding of the budget's details once we receive the budget package from the System Office.

	YTD	YTD July	YTD August	YTD September	1st Quarter
2024	State	1,094,059	1,131,249	1,190,919	3,416,227
	County	302,414	270,000	217,076	789,490
2023	State	1,068,308	1,082,819	1,333,385	3,484,512
	County	262,478	266,455	205,004	733,937
Year over Year Change					
2024/2023	State	25,751.40	48,430.17	(142,465.91)	(68,284.34)
	County	39,936.06	3,545.34	12,071.97	55,553.37
		% Increase (Decrease)	% Increase (Decrease)	% Increase (Decrease)	% Increase (Decrease)
	State	2.4%	4.5%	-10.7%	-2.0%
	County	15.2%	1.3%	5.9%	7.6%

- In the first quarter year-over-year analysis, we observe a slight dip in the State's performance compared to the previous year, whereas the county shows a modest uptick. The State's decline of



10% in September can be attributed to a shift in the college's advertising strategy, while the county's marginal increase can be attributed to the rising costs of supplies and services.

## Campus Information Technology

- Current Projects
  - Rural Broadband Project – Services are being located for the fiber boring.
  - Group policy updates have been implemented college-wide for all faculty and staff, following guidelines set by the CIS Controls.
  - Working on a standard communication to send out to students when their accounts have been compromised.
  - Following the state and CIS Controls guidelines, passwords for college account holders increased to 14 characters.
  - Two IT employees completed the Amazon Web Services (AWS) training provided through the System Office to help support our integration with AWS.
  - Five IT employees will attend the IIPS Conference being held at Atlantic Beach the week of October 2nd.
  - The Digital Sign has been repaired.
  - Scheduling installation of USDA equipment
  - Providing support for the ongoing Carteret Links seminars

## Emergency Preparedness and Security

- Current and Recent Activity
  - Attended meetings for the Staff Executive Committee and Holiday Committee Meeting.
  - Stayed up-to-date on Tropical Storm Ophelia by attending the Storm Team meetings and the National Weather Service Webinars. Kept the college leadership team updated.
  - Provided Safety and Security Orientations for High School Equivalent students.
  - Provided support during Fall Fest
  - Blocked off parking areas for various events
  - Assisted Dean of Student Services
  - Assisted with numerous non-campus related events
  - All Security staff completed annual compliance training
  - Participated with Employee Interview Committee

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**TO:** Carteret Community College Board of Trustees

**FROM:** Cindi Goodwin Director, Operations and Facilities

**DATE:** October 2, 2023

**SUBJECT:** Board of Trustee October 11, 2023 Meeting – Facility and Operations Updates

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- The Public Safety Training Facility continues to move forward. We are in the process of bidding the site landscaping and fencing for immediate fall planting.
- Work continues on the Civic Center/Smith roof replacement. We are working with the county regarding two of their rooftop HVAC units that are impacting the project. Estimated completion is still set for October 30<sup>th</sup>.
- Installation of S2 Access Door Controls is scheduled for Wayne West in late October and early November for Bryant. New doors for Bryant have been ordered and will deliver the first of November.
- Martec Building condenser and air handler had issues with the units delivered and have been re-scheduled for installation in December.
- Smith Sinnett Architects (Open End Designer) have begun the space analysis of the McGee One Door project. Design meetings are being scheduled for October 30<sup>th</sup> to gather all participant needs, ideas, and space functionality.
- Mobile units given to the college by the Carteret County school system are being evaluated for placement. Moving quotes and permit costs have been obtained.
- Bryant Student Center furniture has been ordered and we anticipate delivery and install over the Christmas Holiday to allow students to enjoy the new layout at the beginning of the Spring semester.
- Joslyn Hall renovation has moved into the bidding phase. Completion is set for May 2024.
- Wayne West Health Science Simulation Center Phase I is complete and Phase II has moved into the bidding phase. Completion is set for February 2024.
- BLET has moved into the planning and development phase for upgrade of power and HVAC for the Gym area.

**TO:** Carteret Community College Board of Trustees  
**FROM:** Brenda Reash, Executive Director Foundation  
**DATE:** October 2, 2023  
**SUBJECT:** Board of Trustee October 11, 2023 Meeting

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Fundraising and Donation & Resale Program revenue to-date for this new fiscal year is: \$123,019; 18.4% of total year budget goal.

Annual participation to support grant and fundraising efforts:

Board of Trustees – 8 of 11 = 73%

Board of Directors – 13 of 20 = 65%

**Community Relationship and Current Activities:**

Continue campus tours with members of community groups.

Foundation staff spent a lot of time in the community this past month obtaining silent auction items, along with finalizing sponsorships for the golf tournament which will be held this month.

Foundation staff were part of the college's Strategic Plan annual reporting, the first year is complete.

A new endowment will be established for the Health Science Programs to use annually for equipment purchases, more information to come.

Foundation will start inviting donors and members of the community to the Foundation table for Culinary lunches, please contact Brenda Reash for recommendations, [reashb@carteret.edu](mailto:reashb@carteret.edu) or 222-6262.

**2023 EVENT HIGHLIGHTS**

**60<sup>th</sup> Anniversary Diamond Bash** – The Foundation hosted a successful 60<sup>th</sup> Anniversary Diamond Bash celebrating the past decade of Carteret Community College. The event featured music by the band Liquid Pleasure, food from Floyd's 1921, a silent auction and a raffle of a Black Diamond Necklace donated by Jewelsmith of Durham. Thank you to those who bought a table, or tickets to attend the bash, and for donating items to our silent auction!

**UPCOMING EVENTS**

**28<sup>th</sup> Annual Carteret Community College Golf Tournament**  
**Friday, October 13<sup>th</sup> – Crystal Coast Country Club**

Registration is full for this year's golf tournament. Thank you for your support!





**Crystal Coast Wine Expo**

**Saturday, November 4<sup>th</sup> – Hospitality & Culinary Arts Center**

Tickets are now on sale for the 1<sup>st</sup> Annual Crystal Coast Wine Expo. The new event will feature tastings from wine distributors and you can purchase your favorites to stock up your cellars or for Holiday gifts. There will be a maximum of 250 tickets sold with an exclusive VIP hour for only 50 people. There will be classes taught by experts that will be available for attendees for an additional cost. For more information and to buy tickets, visit [www.carteret.edu/wine](http://www.carteret.edu/wine).

**Mary Mikels Christmas Concert & More**

**Tuesday, November 28<sup>th</sup> @ 7:00 p.m. – Joslyn Hall**

Enjoy an evening with Mary Mikels, a gifted soprano singer, as she takes the stage performing timeless holiday melodies that will warm your heart and light up the season. Tickets are now on sale for \$10 each and can be purchased in advance by visiting [www.carteret.edu/events](http://www.carteret.edu/events).

**2024 Escoffier Dinner Series**

Tickets for the popular dinner series are on sale now. Dates for the 2024 dinners are January 23, February 20, March 19, and April 16. Visit [www.carteret.edu/events](http://www.carteret.edu/events) for link to buy tickets.

**GRANTS**

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

Grantor	Purpose	Amount		
		Requested	Pending	Awarded
American Rescue Plan Act Arts Council of Carteret County	ZUZU African Dancers	\$5,000		\$5,000
REPI	Continuing Ed	\$60,000		\$60,000
Big Rock	Health Sciences			
	Portable Control Station	\$51,599		\$51,599
CCAMPIS	Childcare Funding	\$420,000		\$420,000
Department of Energy WETO Offshore Wind Center of Excellence	Wind curriculum and training	\$167,000		\$167,000
Golden LEAF Letter of Interest	Welding	\$200,000		\$200,000
Walmart Foundation	Student Cameras for			
	Photography	\$3,836		\$3,836
USDA NIFA	Aquaculture and Horticulture	\$649,901		\$649,901
<b>Totals</b>		\$1,557,336	\$ 1,137,336.05	\$420,000

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Amanda Bryant, HR Director  
**DATE:** September 30, 2023  
**SUBJECT:** Board of Trustee October 2023 Meeting

**Recruiting/Hiring\***

Position	Replacing	Status
3 ADN Instructors 2@10-mths & 1@12-mths	Elizabeth Bell (12-mth); two new (10-mth)	Emily Tingle (12-mth) DOH 11/13;10-mth positions: 2 <sup>nd</sup> Interviews 9/29
Director, WIOA/Career Advisor	Merianne Grigoricuc	Interviews 9/8; Sharon King DOH 10/16
Clinical Coordinator, EMS	New	Candidate declined offer; reposted 9/5
Coordinator, Adult HS/ESL	Re-fund old position	Interviews 9/6; Adriana Lopez DOH 11/1
Instructor, Radiography	New	Posted 9/5
Administrative Assistant, CCED	Laurie Schultz	Kristen Walker DOH 9/25
Custodian	Kevin Coulston	Interviews 9/25; 2 <sup>nd</sup> interviews pending
C.N.A. Chair	New	2 <sup>nd</sup> Interviews 9/29; pending references
HR Coordinator	Jo Ann Adams	Posting pending

\*Excludes Adjunct part-time, temporary job postings

**Turnover Data:**

Fiscal Year	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	6	22	28	26	17	27	5
Internal Transfer/Promo	0	7	6	7	7	1	6
<b>Total Hires</b>	<b>6</b>	<b>29</b>	<b>34</b>	<b>33</b>	<b>24</b>	<b>28</b>	<b>11</b>
Retirement	0	7	11	9	4	2	4
Resignation	4	13	13	9	12	14	5
Involuntary resignation	0	2	3	6	2	3	1
<b>Total Terms</b>	<b>4</b>	<b>22</b>	<b>27</b>	<b>24</b>	<b>18</b>	<b>19</b>	<b>10</b>

**Employee Headcount and Turnover**

September Headcount		September Turnover	FY24 YTD Turnover	Historical Turnover
F/T Perm Faculty	63	0%	2.42%	FY23: 13.11%
F/T Perm Staff	97			FY22: 16.36%
P/T Perm Faculty	2			FY21: 13.35%
P/T Perm Staff	1			FY20: 8.48%
<b>Total Perm</b>	<b>163</b>			FY19: 10.66%
<b>Total Payroll</b>	<b>304</b>			FY18: 6.49%

**Recent Employee Departures: None**

**Other:**

- Flu Shot Clinic 9/14: 62 shots; 48 College employees; 66 BP checks & 58 blood glucose checks by nursing students.
- Participating in NCCCSO Core HR Team for strategic plan
- UNCW/3C Collaborative Partnership Meeting 9/29

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Mr. Nathan Branson, FEC Chair  
**DATE:** September 6, 2023  
**SUBJECT:** Board of Trustees September 13, 2023, Meeting

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Esteemed Members of the Board,

Here is what FEC has been discussing and working on since the last meeting:

- **Mini-Grants:** Brenda Reash and the FEC discussed how the Foundation can bring back mini-grants. Some faculty on FEC requested we bring back mini-grants that can be used for events on campus such as bringing a local artist onto campus to help promote our programs on campus. Brenda helped make this possible and sent out an email to all faculty so they could apply for a mini-grant. A big thank you to Brenda to coming to FEC to discuss some matters.
- **Revisions on Faculty Handbook:** A subcommittee from FEC and Logan Okun have been working on how we might revise and condense the faculty handbook. FEC and Logan have been working together so that we can integrate the faculty handbook into the new system that Logan is developing.
- **Sub-Committee to Be Created for New FEC Goal Regarding Faculty Retention:** We plan on creating a subcommittee to research our new 2023-2024 goal of how to increase employee retention and morale.
- The faculty is planning on inspiring our students to do their best for the 2<sup>nd</sup> half of the semester. We are halfway through the semester right now and we all know our students need endurance in order to finish the semester strong. We hope to inspire our students to do their best all the way to December.

Thank you for all you do for our students and our institution,

Nate Branson

FEC Chair

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Ed Ladenburger, SEC – Staff Executive Committee Chair  
**DATE:** September 29, 2023  
**SUBJECT:** 11 Oct 2023 - Board of Trustee Meeting

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The Staff Executive Committee met on September 22<sup>nd</sup>. 20 staff members were in attendance.

The committee was reminded that “area reports” are added to the SEC MS Teams site prior to the SEC meeting to save time during the meeting for discussions and work on joint projects. Due to overlap and duplication between the *Business Office* and *Finance and Administrative Services*, only one report from the *Business Office* will be requested and the bylaws will be changed to reflect this. Another motion to add *Security* to area reports requested in the bylaws was made and approved.

Ed and Scott were following up on the One Door/One College Policy vision and metrics with the President’s Cabinet and the group addressing strategic planning goal 1.2. Following an ELC meeting with the strategic planning group, a request that Dr. Mancini join the SEC meeting was made. The purpose was to clarify the one-door/one-college vision and to provide guidance to SEC regarding ways SEC can help facilitate communication and progress toward this strategic goal. Dr. Mancini shared the current vision and work being done on this goal, including contracting with a design firm. No further work or effort is desired from SEC at this time.

A suggestion to use the same design firm to review “the green room/recording studio” was proposed, and Dr. Mancini said the leadership team would look into it.

A suggestion was made that SEC work on an Alma Mater - the song or hymn of CCC and that we consider a sea shanty style with a verse writing competition. Students and employees can submit verses to the CCC library. Links to Lord Tennyson’s poem, an analysis of the poem, and several Kraken song were provided to spark ideas. [Note: following the SEC meeting, this idea was shared with the President’s Cabinet and was given the “go ahead”]

Reviewing storm preparations for Idalia, it was suggested that Administration remind employees that a school closure at 5 pm means all employees should be out of the buildings by 5 pm or they may impede closure and sandbagging efforts.

The next meeting of SEC: October 20, 2023 at 11:00 AM in McGee 123.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Kristian Jenkins  
**DATE:** 10/2/2023  
**SUBJECT:** Board of Trustee \_\_10/11/2023\_\_\_\_ Meeting

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1. SGA planned and executed a fantastic Fall Fest on September 27<sup>th</sup>. Our culinary and Baking and Pastry Arts Students made delicious food and deserts for this event. Our Chefs, Shana Olmstead and Tanya Farrar did an excellent job with everything. We checking in over 515 students and employees. We had 394 students and 121 employees at this event. We had a few universities in attendance as well as some mental health and substance abuse awareness groups in attendance. It was an excellent turnout.
2. The SGA is planning an Awareness walk for October 21<sup>st</sup> from 11-1 here on campus. We will have mental health and recovery/substance abuse tables as well as pizza and water for attendees.
3. Trunk or Treat will be held on October 26<sup>th</sup> from 5:30-7:30pm here in the McGee parking lot. We currently have 27 employee trunks and 7 student trunks signed up. We are accepting candy donations as well that can be delivered to myself in the Bryant student center or at the front desk in the McGee building.
4. The SGA is planning on volunteering at Fort Macon's "Fear the Fort" event on October 20<sup>th</sup>.
5. We will have a float in the Morehead City's Veterans Day Parade on November 4<sup>th</sup>.
6. We will host our Annual Veterans Day Breakfast on November 8<sup>th</sup> from 7:30-9 am in the Hospitality and Culinary Arts Building.

**TO:** Carteret Community College Board of Trustees

**FROM:** John Martin

**DATE:** 10/02/2023

**SUBJECT:** Board of Trustee \_\_\_10/11/2023\_\_ Meeting

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1. The SGA had our annual Fall Fest event on the 27<sup>th</sup> of September. We had served 394 students, along with another 121 members of staff and faculty.
2. The SGA's work with the student lounge is almost complete. Thanks to Carteret CC maintenance staff, we now have a pool table installed. There will be more games and furniture installed within the coming weeks.
3. The SGA's special populations chair has been working on a recovery walk which will take place behind the Bryant Student Center near the waterfront on October 21<sup>st</sup> from 11am-1pm.
4. The next senate meeting will be on October 25<sup>th</sup> at 4pm in the Bryant Student Center.