

TO: All Members of the Board of Trustees  
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary  
 SUBJECT: Board Meeting: Wednesday, January 8, 2025, at 9:00 a.m., Henry J. McGee Boardroom

<u>AGENDA</u>		
I.	<b>CALL TO ORDER</b> A. Ethics Statement	Chair Melodie Darden
II.	<b>FOUNDATION CHECK PRESENTATION</b> A. Judge Lee Lumpkin Memorial Scholarship	Chair Darden
III.	* <b>APPROVAL OF AGENDA</b>	Chair Darden
IV.	* <b>APPROVAL OF MINUTES</b> (November 13, 2024, <a href="#">Attachment 1</a> )	Chair Darden
V.	<b>CHAIR REPORT</b>	Chair Darden
VI.	<b>NEW EMPLOYEES &amp; APPOINTMENTS</b> A. Nicholas Goodwin B. Karsten Scott C. Lori Doneghy D. Sherrie Brake E. Antoinette Norris F. Valerie Ealey	Chair Darden Mr. Curtis Gillikin  Dr. Tracy Mancini Mr. Scott Lane  Mrs. Nicole Thompson
VII.	<b>COMMITTEE REPORTS</b> <b>A. Buildings and Grounds Committee</b> * <b>1. Burnette Chalk Architects OED agreement renewal</b> * <b>2. One Door Phase II Contractor</b> * <b>3. Consider Property Exchange</b> 4. Information items <ul style="list-style-type: none"> <li>• Big Rock Career Center Occupancy</li> <li>• Modular Unit to North River</li> <li>• Burnette Chalk Building</li> <li>• Lockhart Fencing</li> </ul> <b>B. Finance Committee</b> * <b>1. Foundation Agreement</b> C. Personnel, Policies & Bylaws 1. Barwick Award <b>D. Curriculum &amp; Student Support</b> * <b>1. Termination of C55400 Manicuring/Nail Technology</b> * <b>2. 2026-2027 Calendar</b>	Chair Darden Trustee Bill Henderson         Trustee Dee Meshaw  Trustee Penny Hooper  Trustee Rosa Langston
VIII.	<b>OTHER REPORTS</b> A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments <a href="#">2</a> , <a href="#">3</a> , <a href="#">4</a> , <a href="#">5</a> , <a href="#">6</a> , <a href="#">7</a> , <a href="#">8</a> , <a href="#">9</a> , <a href="#">10</a> )	Chair Darden Trustee Mort Congleton  Dr. Mancini

IX.		<b>BOARD COMMENTS</b>	Chair Darden/Trustees
X.	*	<b>ADJOURNMENT</b>	Chair Darden

\*Indicates Item for Action

<b>DATES TO REMEMBER</b>			
<b>DATE</b>	<b>EVENT</b>	<b>TIME</b>	<b>LOCATION</b>
January 20	Martin Luther King, Jr. Day (College Closed)		
January 21	MLK Day STEAM Camp		Hospitality and Culinary Arts Center
January 28 & February 25	Escoffier Dinners, click the link below for information and tickets. <a href="#">Fundraising Events - Carteret Community College</a>	5:30 p.m.	Hospitality and Culinary Arts Center



**CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES**

**MINUTES OF MEETING**

**November 13, 2024**

**I. 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 November 13, 2024, 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**

Mr. Doug Brady	Mrs. Rosa Langston
Mr. Mort Congleton	Mrs. Kelly Marek
Mrs. Melodie Darden, Chair	Mrs. Dee Meshaw
Mr. Bill Henderson	Mr. Will Rogers
Mrs. Penny Hooper	Mr. Doug Starcke
Dr. Wrenn Johnson, Vice Chair	

**Trustees Absent**

Mrs. Catherine Parker

**Student Government Association Present**

Ms. Jennifer Maldonado-Castro, 2024-2025 SGA President and 2024-2025 N4CSGA President

**Administration Present**

Dr. Tracy Mancini	President
Mr. Perry Harker	Vice President, Workforce Continuing Education
Dr. Maggie Brown	Vice President, Instruction & Student Support
Mr. Scott Lane	Vice President, Finance and Administrative Services
Mr. Curtis Gillikin	Director, Campus Information Technology
Mrs. Amanda Bryant	Senior Director, Human Resources
Mrs. Cindi Goodwin	Senior Director, Operations & Facilities
Ms. Logan Okun	Senior Director, Marketing and Public Information
Mr. Richard Abell	Director, Security & Emergency Preparedness
Ms. Brenda Reash	Executive Director, Foundation
Ms. Angela McMahon	Executive Assistant to the President

**College Employees Present**

Mr. Richard McCormac	Director, Workforce Training
Ms. Marquita Hall	SEC Chair



Mr. Ryan Adrick  
Mr. Robert Williams  
Mr. Roderick Gillikin  
Ms. Teresa Terrell

FEC Chair  
Instructor, Welding  
Instructor, Emergency Medical Science  
Accounts Receivable Technician

### **Guests Present**

Mr. Lynn Eury  
Ms. Maggie Chalk  
Ms. Cheryl Burke

Reporter, Carteret County News-Times

### **A. Ethics Reminder**

Chair 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.

## **II. FOUNDATION CHECK PRESENTATION**

### **A. Mr. Lynn Eury**

Chair Darden introduced Mr. Lynn Eury, current Foundation board director. Chair Darden said Mr. Eury has made many generous donations to the Foundation represented by today's check in the amount of \$96,000.

Chair Darden said Mr. Eury has established the following endowed scholarships with the Foundation:

- The Lynn and Faye Eury Scholarship, which helps students enrolled in any curriculum degree program. The recipient must maintain a 3.0 GPA, and be a resident of Carteret County.
- The Sandi Malone Memorial Scholarship, which supports students enrolled in the Horticulture Technology Program. The recipient must maintain a 3.0 GPA, and be a resident of Carteret County.
- The Kim Kromka Memorial Scholarship, which supports students enrolled in Hospitality Management classes.

Mr. Eury helped raise money for the Joslyn Hall Auditorium renovation. He named the Sound Booth in honor of his daughter, Leigh Vette Eury.

Chair Darden said Mr. Eury is one of the Foundation donors who continues to invest in the College annually. His donations are not only a testament to his kindness, but also a powerful endorsement of the College's mission.

Chair Darden said Mr. Eury, is a North Carolina native. He graduated from North Carolina State University in 1959 with a Bachelor of Science degree in Electrical Engineering and completed the Harvard Business School's Advanced Management Program in 1986. He is a registered professional engineer in North Carolina and formerly held registration in South Carolina.

Mr. Eury has served on the NC State Engineering Foundation and the NC State Foundation. He has also served on the NC State Alumni board, having the former role of president. He was one of the key leaders associated with the planning and construction of the Dorothy and Roy Park Alumni Center. Mr. Eury has



also held positions of leadership at several other institutions of higher education. He and his late wife, Faye, have endowed educational scholarships at several institutions.

Mr. Eury has received NC State's Watauga Medal, the Menscer Cup, and the Alumni Association Meritorious Service Award. He has been named an honorary citizen of Beaufort, NC, and was presented with a key to the town for his role in that community. The Town of Beaufort also named a park in his honor, the Lynn Eury Park, which is on the waterfront across from Town Hall.

Chair Darden said Mr. Eury's investment in the College allows us to make a meaningful difference in the lives the College serves and thanked him.

Chair Darden invited Mr. Eury to say a few words. Mr. Eury spoke about the importance of education and the importance of helping others.

### **III. APPROVAL OF AGENDA**

Chair Darden presented the November 13, 2024, agenda for approval by the Board.

**Trustee Dee Meshaw motioned to approve the November 13, 2024, agenda. Trustee Penny Hooper seconded the motion. The motion passed unanimously by voice vote.**

### **IV. APPROVAL OF MINUTES**

Chair Darden presented the October 9, 2024, minutes for approval by the Board.

**Trustee Mort Congleton motioned to approve the October 9, 2024, minutes. Trustee Wrenn Johnson seconded the motion. The motion passed unanimously by voice vote.**

### **V. CHAIR REPORT**

Chair Darden said all trustees are welcome to attend any committee meeting. She said both the Presidential Evaluation Survey and the Board of Trustees Self-Assessment Survey ask whether trustees consider themselves to be sufficiently informed. Chair Darden said recent presentations, committee meetings, and board meetings have been data driven and very informative. She thanked all involved for the work that had gone into preparing for those meetings.

Chair Darden said she and Trustee Bill Henderson attended the Morehead City Planning Board re-zoning meeting for the Trades Center land parcels. She said she, Trustee Will Rogers, and Dr. Mancini attended the Chamber of Commerce Legislative Luncheon at the Beaufort Hotel on October 23, 2024. Chair Darden gave a shout-out to Trustee Rogers for his involvement in preparing for the event. Chair Darden said after the luncheon, Representative Celeste Cairns, Congressman Greg Murphy, and Senator Norman Sanderson came to campus and participated in a tour of the Health Sciences Simulation Center. She recognized Mrs. Laurie Freshwater, Dean of Health Sciences, for her excellent commentary during the tour.

Chair Darden thanked Trustee Hooper for drafting a letter to the legislature reaffirming the Board's support of Propel NC. The letter will be sent to the legislature during budget deliberations.

Chair Darden said Trustees Henderson and Johnson attended the Veterans Day Breakfast on November 5, 2024, at the Hospitality and Culinary Arts Center. She thanked Dr. Mancini for her email reminder that Carteret Community College is a military-friendly, gold-level school. Chair Darden said she attended two



culinary lunches, enjoying not only the wonderful food, but also the pride on the students' faces as they served and described the dishes they had prepared. She said she attended the Night in Tuscany dinner, an exclusive dinner featuring Italian wines and cuisine created by Genevieve Guthrie, Executive Chef at the Coral Bay Club, and Culinary program alumna. Mrs. Ann Whitford, NCCCS State Board Member, was also in attendance.

Chair Darden invited trustees to review the board packet for upcoming events and asked all to consider attending the Carteret County Chamber of Commerce 2024 State of the Community Breakfast on November 19, 2024. She said Dr. Mancini would be one of 10 county leaders presenting at the breakfast.

Chair Darden gave an update on giving, with the Board of Trustees being at 50%, and Foundation board being at 80%.

Chair Darden asked trustees to respond to Ms. McMahon's request for information needed for the College E-App, an application the College is required to submit to participate in Pell and SEOG funding.

## **VI. NEW EMPLOYEES**

Dr. Brown introduced Mr. Robert (Robbie) Williams as the new welding instructor. Mr. Williams said he was originally from Clemmons, North Carolina, and used to visit Eastern North Carolina in his youth. He said he and his 14-year-old son had both wanted to move to the coast. He said a few words about his considerable experience and expressed appreciation for the friendly and welcoming environment at the College.

Dr. Brown introduced Mr. Roderick Gillikin as the new EMS instructor. Mr. Gillikin said he was a native of Carteret County. He joined the paramedic degree program at Carteret CC in 2009 and graduated in 2011. Mr. Gillikin said he has held several roles within the county EMS system and, most recently, served as an emergency department paramedic at Carteret Healthcare.

Dr. Brown said she had hoped to introduce Ms. Tammy Kavanaugh in her new role as Associate Degree Nursing (ADN) Program Chair, taking over from Mrs. Camella Marcom upon her retirement; however, Ms. Kavanaugh was teaching a class. Ms. Kavanaugh joined the College recently as a nursing instructor, coming from Cape Fear Community College.

Mr. Scott Lane introduced Ms. Teresa Terrell as the new Accounts Receivable Technician. Mr. Lane said Ms. Terrell is a familiar face around campus, having first joined the College in August, 2020, as a Federal work-study student in the Financial Aid office. Since then, she has been part of the Business Office as a Cashier and, more recently, assisted part-time in the Financial Aid office.

## **VII. PRESENTATION**

- A. Mr. Richard McCormac, Director of Workforce Training, presented an interesting and informative PowerPoint presentation on WCE Trades at the College. Questions and discussion followed.
- B. Mr. Perry Harker reviewed the WCE Accountability & Integrity Plan. He said this is a Standard that is in place for all 58 community colleges within the state. Mr. Harker assured the Board that the College is aligned with the State Board code and in-line with myFutureNC.



Mr. Harker said that, in a prior meeting, Trustee Henderson had inquired about the economic impact of the Waste Water School. Mr. Harker said 248 participants were surveyed. Participants reported spending \$119,754 on accommodation and \$33,201 on meals in restaurants. Mr. Harker said, applying a recommended multiplier of 1.8, the economic impact was \$275,319. He noted that this figure was based only on accommodation and meals purchased, and did not account for meals provided by the College, transportation costs, and other shopping. Dr. Mancini said that, in addition to the economic impact, the College earns FTE for the Waste Water School.

Chair Darden thanked Mr. Harker for providing the Waste Water School data, citing it as another example of College personnel going above and beyond in reporting.

## **VIII. NEW BUSINESS**

### **A. Vote on December 11, 2024, Board Meeting**

Chair Darden said the Board of Trustees traditionally does not meet in December. She asked if anyone was opposed to not holding a December meeting.

**Trustee Rogers motioned to not have a December Board of Trustees meeting. Trustee Doug Starcke seconded the motion. The motion passed unanimously by voice vote.**

## **IX. COMMITTEE REPORTS**

### **A. Buildings & Grounds Committee**

Chair Darden invited Trustee Henderson, Chair of the Buildings & Grounds committee, to update trustees on committee activity. Trustee Henderson said the committee met on October 29, 2024.

Trustee Henderson said the Pottery building will be demolished on December 30, 2024, with the required asbestos abatement occurring prior to that date. He said the re-zoning of the existing boat yard property was approved by the Morehead City Planning Board on October 15, 2024, and approved by the Town Council on November 12, 2024. Trustee Henderson said a re-zoning hearing for the Town of Cape Carteret also took place November 12, 2024. The request, which was approved, addressed rezoning properties within the triangle formed by Highway 58, Highway 24 and Taylor Notion Road. The West Carteret Library is on Taylor Notion Road. The new district is intended to establish development regulations that will incentivize new development but will not affect existing landowners within or adjacent to the proposed new zoning district.

Trustee Henderson said the committee had heard from Dr. Mancini about a revised plan for the new Workforce Center & Trades building. Trustee Henderson invited Dr. Mancini to share information with the board. Dr. Mancini said, in looking at the new building, the team had been grappling with how to fit everything into a 30,000 sq. ft. building. She said a new plan was presented that would locate the automotive program in the south wing of McGee and welding, construction trades, and select WCE and curriculum automotive programs in the new building. Dr. Mancini said the McGee space can be retrofitted to accommodate the automotive program, with five bays and the required electric already in place. Dr. Brown has taken the idea to the automotive team who were reported to be very happy with the plan, and they are currently reviewing the preliminary plans for suggested revisions and improvements. Dr. Mancini said the budget will remain tight but this revised plan will allow the College to achieve the overall goals for the project.



Trustees commented that they felt comfortable that this updated plan reflected workforce demand and community wishes. They said it brought them to a good place to start working with the Contractor on the design phase. They also thanked staff for their efforts in preparing an alternative preliminary plan.

## **B. Finance Committee**

### **1. Institutional Funds Account Change**

Chair Darden invited Trustee Dee Meshaw, Chair of the Finance committee, to update trustees on committee activity. Trustee Meshaw said the committee met on October 29, 2024, and received a banking presentation for the institutional funds account. She said staff recommended transferring that fund to United Bank as banking fees would be reduced and there would be more local and regional support.

**Trustee Meshaw said a motion comes from the Finance committee to move the College's Institutional Account to United Bank.**

Chair Darden invited any questions or discussion.

**The motion passed unanimously by voice vote.**

Trustee Meshaw said the committee discussed athletics and she invited Dr. Mancini to address the board. Dr. Mancini said preliminary talks on College athletics had taken place at the annual board retreat in February, 2024. She said she had re-visited goals with the committee, and discussed expense and revenue estimates based on men's baseball, women's soccer, and women's cross-country. Dr. Mancini said the potential existed to add 60 student athletes. FTE earned for the additional students would off-set the expense incurred by the athletics program. Dr. Mancini said a likely timeline had also been drawn up, should the Board give their approval to proceed. She said between now and April 2025, leadership would explore and negotiate facility use, begin fundraising, and raise awareness within the community. In April 2025, the College would apply for National Junior College Athletic Association (NJCAA) Membership. Dr. Mancini said recruiting for an Athletics Director would start in the spring, with a prospective hire date of July 1, 2025. July 2025 to June 2026 would represent Year Zero, during which the College would submit sport-specific applications to the NJCAA, hire coaches, begin recruiting student athletes, and complete infrastructure needs. Year one, being July 2026 to June 2027, would be the first year of competition and year two, being July 2027 to June 2028, would be the second year of competition and the first year of post-season eligibility. Dr. Mancini said there are financial off-ramps throughout the process.

Dr. Mancini said the Finance committee had requested she talk with the Foundation Board of Directors, sharing the presentation and also making sure they were aware of the scholarship and fundraising needs of an athletics program. She said she attended the scheduled Directors meeting on November 12, 2024, and shared information on the proposed athletics program. Dr. Mancini noted that Trustee Congleton was also at the meeting in his capacity as Foundation Liaison. She said at the end of the meeting the Foundation Board endorsed athletics at the College.

Trustee Congleton said he was at Wake Tech as the Foundation Director when the athletics program was initiated. He said students want to be involved and want activity on campus. He said Wake Tech now offers almost all collegiate sports, and students come out to all events. Athletics created a great draw to the College. Trustee Congleton said he hoped the Board would proceed with athletics.





Trustee Hooper said she knows a student who is going to Cape Fear Community College on a soccer scholarship. She asked if Carteret CC could offer a scholarship. Dr. Mancini said there would be no scholarships in year zero but there would be in year one and thereafter.

**Trustee Henderson motioned that the College begin the process of becoming a member of the National Junior Collegiate Athletic Association (NJCAA) with the intention of starting an athletics program.**

Chair Darden invited any discussion.

Trustee Rogers said he had been skeptical about having athletics program at the spring retreat. He said the Board now has an idea of what the investment would be, and, having received much more information, he thought it a great idea. He said the facilities are available, especially for baseball, with Morehead City having already invested in the baseball field. He said sports generate camaraderie and a sense of fair play. Trustee Rogers said he does not want to see athletics taking funds from other programs or local students.

Trustee Congleton confirmed the College would require three sports to satisfy Title IX. Trustee Langston noted the College is not selecting the most expensive sports. Dr. Mancini said the final selection of sports is not locked-in but the Athletics Director will be instrumental in making the final evaluation.

Chair Darden invited Ms. Jenny Maldonado-Castro to comment. Ms. Maldonado-Castro said the SGA constantly looks for ways to keep students on campus. She said athletics would do this as well as retain students in the county.

Chair Darden said she had had an informal conversation with someone from the West Carteret High School athletics program and they were enthusiastic about College sports.

Trustee Langston said she had sent students out of the county before in order for them to continue with sports after high school.

**The motion passed unanimously by voice vote.**

**A. Personnel, Policies & Bylaws**

**1. Second read of Bylaws and Governing Policies**

Trustee Hooper asked trustees to undertake a second read of the Bylaws and Governing Policies to review the changes discussed during the October 9, 2024, Board of Trustees meeting.

**After this second read of the revised Board of Trustees Bylaws and Governing Policies, Trustee Hooper said the Personnel, Policies & Bylaws committee brings a motion to the full Board to accept the changes recommended.**

**The motion passed unanimously by voice vote.**

**X. OTHER REPORTS**

**A. Foundation Liaison**

Trustee Congleton said the Foundation Board met on November 12, 2024. Trustee Congleton referred trustees to Ms. Brenda Reash's report for a summary of recent activities. He said the Foundation



introduced several new directors and also heard Dr. Mancini's presentation on athletics. He said the Foundation team is doing an outstanding job. He encouraged trustees to attend Escoffier dinners, with ticket purchase counting towards donations. He also said more senior trustees could make contributions through an IRA. Mr. Congleton said he had told Dr. Mancini he would be willing to give a presentation on giving. He said trustees may have heard about the five R's of fundraising. The key to fundraising success is the right person asking the right person, at the right time, for the right amount, for the right project. Mr. Congleton said it is important to identify donors who may not be at the table now. He said he was blown away when he did his first Carteret CC campus tour and he believes others would be too. Mr. Congleton thanked trustees for all that they do.

Ms. Reash updated board giving data, saying the Board of Trustees was at 80%, and the Foundation Board at 86%. Ms. Reash said the new Foundation directors were Ms. Sheila Glazewski, Ms. Booth Parker, Mr. Tom Hemby, Dr. Stephen Gooden, and Mr. Mark Suber. She said Foundation board positions are for three years.

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

Dr. Mancini thanked trustees for their governance and support. She recognized the non-stop, outstanding work of the leadership team, faculty and staff.

Dr. Mancini said the College ELEVATE team had reminded all that today, November 13, 2024, is World Kindness Day. She said this day promotes the positive potential of both large and small acts of kindness, intending to bring people of every kind together.

Dr. Mancini recognized Ms. Cara Kinkler, a manicurist student, who won 1<sup>st</sup> place in a regional SkillsUSA nail art competition in October at the State Fair. Dr. Mancini said Spa Services have a wonderful team, and run a great program, also being responsible for getting the barbering program started. She confirmed there are currently 6 students enrolled in the program.

Dr. Mancini said College personnel hosted two Golden LEAF program officers on campus for a site visit for Carteret Works. Carteret Works is an initiative focused on continuity between CCPS's CAPE Program, Career and College Promise, apprenticeship programs, and internships, ultimately resulting in full-time employment. She said the Golden LEAF Foundation turns 25 this year. Dr. Mancini said Golden LEAF has awarded multiple grants to the College, including those for the welding program, the culinary program, the health sciences simulation center, and the walking trail around the living shoreline project. In recognition of Golden LEAF's 25-year anniversary, the College presented a welded art sculpture fabricated for Golden LEAF by welding students and faculty.

Dr. Mancini said the College is very grateful to our veterans and appreciates those who served. She noted the College had a float in the Veteran's Day parade.

Dr. Mancini thanked trustees for all that they do to keep the College moving forward, and to serve and empower our students.

#### C. SGA Report

Ms. Jenny Maldonado-Castro, SGA President, addressed the Board on recent SGA activity. She said the SGA board had recently attended the N4CSGA Fall Conference at Forsyth Technical College and Carteret CC students placed 2<sup>nd</sup> in the spirited competition for school pride. She said the SGA board now has six



members and three senators and is building momentum for next year. Ms. Maldonado said the SGA has launched new Wellness Wednesday initiatives, and there are now student input stations at all major events. She said response received to date has been overwhelmingly positive and the SGA has received some good ideas for spring semester activities.

Ms. Maldonado-Castro said the SGA was represented at the Veterans Day Breakfast and the Veterans Day Parade. She said the SGA is developing ideas to enhance the Veteran's Student Success Center.

Ms. Maldonado-Castro said the SGA held a car wash to raise funds for Mayland Community College in Western NC, raising approximately \$500 which was matched by a donor and the Foundation for a total contribution of \$2,100.

Ms. Maldonado-Castro said statewide, the N4CSGA has conducted a survey on period poverty. She said she plans to share the results of the survey in January. The SGA will start making hygiene products available at a centralized location on campus.

Trustee Hooper thanked Ms. Maldonado-Castro, saying it is evident she and the SGA were listening to students and doing a wonderful job for the students.

Chair Darden invited Board comments.

#### **XI. BOARD COMMENTS**

Trustee Henderson recognized the work of the Vice Presidents and College leadership. He said Amanda Bryant's report was exemplary. He said he appreciated the time that had gone into preparing Ms. Maldonado-Castro's report.

Trustee Marek thanked Mr. McCormac for his very thorough presentation. She said she particularly appreciated WCE asking employers what they needed.

Trustee Starcke said he thought it had been a great meeting. He said Mr. Eury and his generosity to the College is remarkable and set the tone for the meeting. He said he was excited about College athletics.

Trustee Langston said she concurred with fellow trustee comments. She said she was exceptionally proud of the Board for electing to proceed with athletics. She said she couldn't say enough about activities and progress in the construction trades. She said she was happy to learn trustee giving was at 80% and encouraged all trustees to participate.

Trustee Hooper said Mr. Eury was an inspiration and she encouraged all to accept his mantra "What can I do to help?" She noted that Roderick Gillikin, the new EMS instructor, took her anatomy and physiology class in 2009.

Ms. Maldonado-Castro said she was very excited by Ms. Kinkler's success in the SkillsUSA competition.

Trustee Congleton thanked trustees for their service and thanked the President for allowing them to serve.

Trustee Rogers said the Carteret County Chamber of Commerce Board had agreed to adopt a resolution in support of Propel NC. Trustee Rogers said the Carteret County Chamber of Commerce State of the Community Breakfast was scheduled for November 19, 2024 at the Civic Center. He said Dr. Mancini



would be one of the speakers and he encouraged all to attend. Trustee Rogers asked if there was a reason regularly scheduled board meetings were at 9:00 a.m. and not at 8:30 a.m. Consensus among trustees was that 9:00 a.m. was a convenient meeting time.

Trustee Meshaw said athletics at the College brings a new vision and she is excited to see the development of sports. She noted that employee turnover is under 5%. She said it is very hard to meet goals if you are constantly training staff.

Trustee Brady commended leadership and staff for addressing the Trades Center development and the proactive approach taken to looking at options.

Trustee Johnson said she appreciated that College leadership moved forward cautiously but with purpose and intent.

Chair Darden said she was pleased to hear Ms. Victoria Washington will be attending the State Community College Leadership Program. She said enrollment numbers looked good and the cohort data for C-STEP was outstanding. She commended Ms. Maldonado-Castro for good, well-written reports and said she sensed a desire to merge local and wider communities in collaboration. She encouraged her to keep it up.

**XVI. ADJOURNMENT**

**There being no further business, Trustee Johnson motioned to adjourn at 10:40 a.m. Trustee Hooper seconded the motion. The motion passed unanimously by voice vote.**

Submitted by:  
Ms. Angela McMahon  
Executive Assistant to the President  
Assistant Secretary to the Board  
November 20, 2024

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Melodie Darden, Chair of the Board of Trustees

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Date

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

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Date

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Dr. Tracy Mancini, President  
**DATE:** January 2, 2025  
**SUBJECT:** Board of Trustees January 8, 2025, Meeting

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Happy New Year! We ring in 2025 with great excitement about the start of Phase II of the **One-Door Renovation** in McGee, near completion of the McGee **HVAC/Piping** replacement project, and the coming Workforce Center for Construction and Transportation Trades. The **design phase** for our Workforce Center began in December, with the design-build team meeting with key leaders on campus and launching a series of meetings with faculty who will be using the new space to identify equipment and infrastructure needs. This work continues the week of January 6, by the end of which period **Moseley and Daniels & Daniels** expect to have a preliminary plan to present for review. Input from our faculty has been valuable to date.

The College's newly formed **Data Governance Committee** met in December with NCCCS Regional Cybersecurity Liaison Dr. Julia Hamilton to review reasons for creating a data governance policy and procedure to protect individuals' personally identifiable information (PII) from inadvertent exposure or misuse. Curtis Gillikin will oversee next steps, and we will keep the Board apprised of developments.

Carteret CC's application to the **National Junior College Athletic Association** was submitted in December. We hope to get a timeline of next steps from NJCAA early in January. We will finalize a job description for an athletic director and post for that position in the coming months. In addition, we plan to meet with Morehead City officials to finalize facility agreements in January. Public feedback about the newspaper announcement has been very positive to date.

**Goellner Intern Gage Boggs** and the rest of the HCAC Team figuratively knocked the ball out of the park with the December 6 Escoffier Dinner. More than half of the attendees were new to our Escoffier series, and they were impressed by the beautiful Grow Social decorations, the informative MF Chappell wine pairings and narrative, and especially the delicious four-course meal inspired by Gage's time in France.



December brought many credential completions and celebrations, with our **Food Service Technology, BLET, Crystal Coast Fire Academy, CNA I and CNA II, Massage Therapy, and Nail Technology** students earning certificates and diplomas. We are very proud of these graduates for their hard work and



grateful to their faculty and staff supporters for making these mid-year celebrations noteworthy. Many of the graduates are already employed or have interviewed for jobs. Congratulations, Graduates! This month, the new **Surgical Technologist** program begins through our WCE division. Eight students will begin in January, filling our maximum enrollment capacity with one instructor. Once we run the program, we will be able to adjust to demand and interest by adding additional part-time instructors and staggering program starts.

The **Small Business Center** held its annual Holiday Vendor Expo on Saturday, November 30. There was great vendor and shopper participation, and performances from church choirs and children's programs added a festive soundtrack. Congratulations to our **SBC Director Brandy Bell** for being the co-recipient of the NC Small Business Network's Innovation Award for Programs/Seminars. Together with April Priester of Coastal Carolina CC, Brandy co-authored the "Pitch It!" curriculum to provide SBCs with the tools to conduct effective business pitch competitions. This is the fourth year in a row that Brandy has been recognized at the NC Small Business Network's Excellence Awards.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Perry Harker  
**DATE:** 12/31/2024  
**SUBJECT:** Workforce & Continuing Education January Board Report

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The end of the semester is an excellent time to celebrate students completing their credentials. We held pinning and graduation ceremonies for students completing Nail Technology, Massage Therapy, and Nursing Assistant programs. In addition, we had graduations at Carteret Correctional Center for students who had completed Masonry and High School equivalency (formerly GED) programs.

Held the Crystal Coast Fire Academy's graduation ceremony in December 2024. All eight students enrolled in the 16-week program graduated, achieving 100 % class completion. These students are now North Carolina-certified firefighters; many already have job opportunities.

The State Employees Credit Union (SECU) Scholarship Recipient Recognition Event was held in November. Local branch SECU staff presented the college with a check for \$18,000.00 for the 24-25 award year. More than twenty students who each received \$500 scholarships were collectively recognized in Nail Technology, Nurse Aide, Massage Therapy, or CDL programs.

Seven students in our program at Carteret Correctional Center completed and achieved their high school equivalency (formerly GED) diploma. Congratulations to these students; when released from prison, they will no longer have the barrier of not completing high school.

The Morehead City Fire Department and the Beaufort and Atlantic Beach Fire Departments hosted multiple live fire training drills at the Public Safety Training Center on Laurel Road. Our local departments use the center regularly.

Life Enrichment is excited to announce that Pickleball classes will be offered starting in the Spring semester. Mah Jong classes will begin on Jan 6, along with several other exciting courses for the community.

Our Re-entry Coordinator meets bi-weekly with a cross-functional team of local law enforcement, the faith-based community, and other community partners to develop solutions for unsheltered individuals, as many re-entry clients face homelessness. We are also partnering with the Peer Support Outreach Team through Hope Recovery Homes to conduct weekly outreach at Carteret Correctional Center to assist those re-entering the community within the next 60-90 days.

The 3<sup>rd</sup> Annual Small Business Center Holiday Market and Street Fair was held on November 30. The event hosted fifty-three small business vendors, music, entertainment, food, and Santa. Entertainment included the Tiller School, Miracles in Motion Christmas Music, Mt. Zion Missionary Baptist Church, Dazzling Dancers, Beaufort Bookworm Christmas Stories, and pictures with Santa.

Our Small Business Center team, Brandy Bell and Victoria Washington, attended November's bi-annual SBC Professional Development Conference. Carteret CC and Coastal Carolina CC Small Business Centers were awarded a joint Center of Excellence Award for Innovation with Programs/Seminars. This is the



fourth consecutive yearly award that our SBC has won. Congratulations to Brandy Bell and Victoria Washington.

Victoria Washington, SBC Coordinator, has been accepted into the North Carolina Community College Leadership Program; she attended her first session in November.

The Surgical Technician Certification program will start on February 4, 2025, with eight students. We recently met with Carteret Health Care and will add apprenticeship opportunities. The Surgical Technology students will be eligible to work at CHC while in the program after completing the comprehensive final lab practicum in the first eight weeks of the program and will be enrolled as apprentices.

The WIOA Program has supported over seventy students this year by providing tuition assistance, textbooks, work experience, and supportive services. Starting in January, the WIOA/NCWorks Career Center Team will launch a monthly "Workshop Wednesdays" series to help students and community members with career planning, interview preparation, and resume building.

The NCWorks Career Center's first event of the new year will be with the North Carolina Ferry System on January 15, 2025. We will host a Job Fair for the Ferry System

The Barber Academy students hosted a free haircut event at the North River Community Grounds in late November. They will also hold a free haircut event at the Bridge Downeast on January 25, 2025.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Maggie Brown, Vice President of Instruction and Student Support  
**DATE:** 01/03/25  
**SUBJECT:** Board of Trustee 01/08/2025 Meeting

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- Instruction and Student Support has started the new year by enrolling new students for spring, advising and registering returning students, and handling the drop/add period as the Spring 2025 semester starts. 16-week classes being January 6<sup>th</sup>, and we will have rolling registration with late start classes starting January 21<sup>st</sup>, and second 8-week classes beginning March 5<sup>th</sup>.
- In December, our own Vonda Godette, Chair of Medical Assisting, was recognized by the Medical Assisting Education Review Board as one of the top 30 currently-employed persons with the longest consecutive tenure at a single accredited program in the nation. Vonda has served for 21 years as program chair.
- Also, in December, Kristian Jenkins, Student Life Coordinator was selected to receive the Hospitality and Culinary Arts memorial Sweat Equity Grant. This grant will allow Kristian and the SGA to improve and stock the Student Food Pantry which is heavily used by students facing food insecurity on our campus.
- This month, an intern from UNCG's Masters in Library Science will complete her practicum in our library. Among other projects, she will be working with our Library Director, Elizabeth Baker, on our Carteret CC Archives.
- Shana Olmstead, Director of the Hospitality and Culinary Arts Center and Special Populations is leading a statewide Curriculum Improvement Project (CIP) this month to update and realign curricula for Culinary Arts, Baking and Pastry Arts, Hospitality, and Food Services Technology (FST). She and other program chairs will be ensuring that the curriculum is inclusive of up to date practices in the industry and that the FST program of study is better suited to the talents and needs of individuals with disabilities to help prepare those graduates for work in the industry. The work of this CIP will directly impact students across North Carolina.
- Later this month, I will be traveling to our first Mentor Connect conference with Dean Nicole Thompson, Manufacturing & Marine Technologies Lead Instructor Adam Parchman, and Grants Coordinator Brandi McCullough. Carteret CC was selected to be one of the colleges to undergo a year long mentorship in preparation for the 2025 NSF-ATE grant cycle. Our project focuses on improving education and training for the marine trades industry.
- Our face to face course partnerships with Croatan High School and West Carteret High School continue to be very successful. We have 13 students enrolled at WCHS for our Computer Information Technology program and 12 students enrolled at CHS for Welding Technology.

**TO:** Carteret Community College Board of Trustees  
**FROM:** Scott Lane, Vice President of Finance & Administrative Services  
**DATE:** January 2, 2025  
**SUBJECT:** Board of Trustee January 8, 2025 Meeting

## Finance & Administration Highlights

- The Business Office has made a concerted effort on cleaning up and collecting on outstanding student balances, which has not happened in many years. In October, over 2,500 letters were sent to students who had outstanding balances that totaled \$1,096,195. To date, \$123,437 of that outstanding balance has been cleared through collection efforts or account corrections. In addition, sponsorship balances (student aid/scholarships) prior to the fall 2024 semester totaled \$246,956, and to date, \$90,881 in past-due sponsorships have been collected.
- In December, the college opened a new checking account with United Bank, which will replace Truist as our banking partner for our Institutional Funds. This partnership will reduce banking fees for the college and resolve positive pay issues for students with financial aid checks that we have recently dealt with.
- We are monitoring the budget at the mid-point of the fiscal year. We have been fiscally conservative throughout the first six months of the year and our year-to-date spending reflects that in the chart below.
- The College was selected in the 2025 cohort of Mentor Connect, which greatly increases our chances of receiving an NSF ATE grant through the National Science Foundation. These grants are difficult to get, but with participation in the Mentor Connect program, our chances increase from 25% to over 75%. First awards of NSF ATE grants are \$475,000. The College will be applying to receive funds for our Boat Manufacturing program.

## Budget/Expenditure Update

Carteret Community College Summary of Expenditures												
	State			County			Institutional			TOTALS		
	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget
1XX Institutional Support	\$ 3,537,869	\$ 1,786,786	50.5%	\$ 462,820	\$ 268,826	58.1%	\$ 154,282	\$ 1,800.00	1.2%	\$ 4,154,971	\$ 2,057,413	49.5%
2XX Curriculum Instruction	7,705,863	3,648,385	47.3%	-	-	0.0%	547,973	509,658	93.0%	8,253,836	4,158,043	50.4%
3XX Continuing Education	2,496,264	1,085,746	43.5%	-	-	0.0%	198,936	102,283	51.4%	2,695,200	1,188,029	44.1%
4XX Academic Support	1,272,929	654,842	51.4%	-	-	0.0%	310,132	284,106	91.6%	1,583,061	938,948	59.3%
5XX Student Support	1,233,649	597,185	48.4%	-	-	0.0%	1,051,095	370,025	35.2%	2,284,744	967,210	42.3%
6XX Plant Operations & Maint.	-	-	0.0%	2,952,180	1,412,063	47.8%	26,601	2,431	9.1%	2,978,781	1,414,495	47.5%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	139,359	96,010	68.9%	139,359	96,010	68.9%
8XX Student Aid	-	-	0.0%	-	-	0.0%	3,500,000	1,949,439	55.7%	3,500,000	1,949,439	55.7%
9XX Capital Outlay	1,048,961	415,880	39.6%	2,424,188	483,219	19.9%	6,375,700	(59,882)	-0.9%	9,848,849	839,217	8.5%
<b>TOTALS</b>	<b>\$ 17,295,535</b>	<b>\$ 8,188,824</b>	<b>47.3%</b>	<b>\$ 5,839,188</b>	<b>\$ 2,164,109</b>	<b>37.1%</b>	<b>\$ 12,304,079</b>	<b>\$ 3,255,871</b>	<b>26.5%</b>	<b>\$ 35,438,801</b>	<b>\$ 13,608,805</b>	<b>38.4%</b>



## 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
<b>Jul-24</b>	08/01/24	08/08/24	\$ 337,991.44	08/01/24	08/09/24	\$ 3,739,361.74	08/01/24	08/09/24	\$ 813,441.93		
<b>Aug-24</b>	09/03/24	09/03/24	\$ 186,795.26	09/03/24	09/13/24	\$ 3,532,454.80	09/03/24	09/03/24	\$ 509,315.84		
<b>Sep-24</b>	10/01/24	10/02/24	\$ 115,494.57	10/01/24	10/03/24	\$ 3,928,547.28	10/01/24	10/01/24	\$ 317,512.69		
<b>Oct-24</b>	11/04/24	11/05/24	\$ 348,195.80	11/01/24	11/06/24	\$ 3,599,188.14	11/04/24	11/05/24	\$ 703,601.67		
<b>Nov-24</b>	12/02/24	12/03/24	\$ 179,948.36	12/02/24	12/04/24	\$ 3,316,526.16	12/02/24	12/02/24	\$ 597,338.01		

## Emergency Preparedness and Security

- Meetings Attended
  - Employee Events Committee Meeting
  - Division Meeting
- Other
  - Adult High School Orientation
  - BLET Graduation
  - Pinning Ceremony / Graduation Work Force & Continuing Education Programs
  - Fire Academy Graduation
  - Set-up / Clean-up College wide Holiday Brunch
  - Moved Security Offices over to the Human Resources Building

## Grants

Carteret CC's Grants Management Office Report - Jan. 2025					
Applications Submitted Spring / Summer 2024					
Funding Agency	Purpose	Amount Requested	Pending	Awarded	Not Awarded
Lowe's SkillsUSA	Welding	\$14,921			\$14,921
NC Community College High-Cost Workforce Program Start-Up Funds	Surgical Technology Program	\$449,840		\$449,840	
Cannon Foundation	Health Science Simulation Lab	\$142,916		\$142,916	
NCDIT Digital Champion Grant	Laptops at offsite locations and technology for CCC	\$398,792			\$398,792
NC State & Local Cybersecurity Grant Program	Cybersecurity	\$153,157		\$153,157	
Dollar General Foundation	Computers for HRD for Spanish-speaking students	\$9,874			\$9,874
Bbraun	IV Infusion Pump	\$6,000	\$6,000		
Beaufort Ole Town Rotary	Fire academy	\$2,000		\$2,000	
NC Sea Grant	Shellfish Academy	\$33,872		\$33,872	
NCCCS High-Cost Workforce Program Expansion Funds	Health Science Simulation Lab	\$400,000		\$400,000	
NCCCS High-Cost Workforce Program Expansion Funds	Dental Assisting 1	\$500,000		\$500,000	
Department of Education Student Support Services Grant	TRIO Program	\$1,532,570	\$1,532,570		Award Notice - June
Duke Energy Disaster Assistance	Tiger Dam	\$24,797			\$24,797
Blue Cross Blue Shield Foundation	Mental Health	\$246,088	\$246,088		Award Notice - 1/21/25
<b>Totals</b>		<b>\$3,914,827</b>	<b>\$1,784,658</b>	<b>\$1,681,785</b>	<b>\$448,384</b>
*Major* recognition to Kristi Mroch for writing and/or coordinating each of the grant submissions listed above.					

Applications Submitted Fall / Winter 2024				
Funding Agency	Purpose	Amount Requested	Awarded	Not Awarded
USDA - Ntnl. Inst. Food & Ag.	"Workforce Training Academies for Aquaculture & Horticulture @ Carteret CC"	\$649,886		
STEMEast Network	MLK "Legacy of Learning" Daycamp	\$1,500	\$1,500	
Norfolk Southern Corporate Giving Division	"Backing the Blue: Strengthening Carteret County's Law Enforcement Training"	\$50,000		\$50,000
Duke Energy Foundation	"Outfitting Automotive Systems Technology"	\$25,000		
Golden LEAF Foundation	"Carteret Works"	\$297,860		
National Rifle Association	"Backing the Blue: Strengthening Carteret County's Law Enforcement Training"	\$28,000		
Dreyfus Foundation	"One Door to Better Serve & Empower Our Students"	\$20,000		
Southern SARE (Sustainable Ag. Research & Education)	"Expanding Awareness & Participation in the Eastern NC Aquaculture Industry"	\$89,285		
Centene Foundation	"One Door to Better Serve & Empower Our Students"	\$100,000		
Truist Foundation	"One Door to Better Serve & Empower Our Students"	\$100,000		
Cannon Foundation	"One Door to Better Serve & Empower Our Students"	\$100,000		
GlaxoSmithKline Foundation	"Heath Heroes Camps"	\$50,000		
Brooks & Joan Fortune Family Foundation	"Heath Heroes Camps"	\$10,000		
<b>Totals</b>		<b>\$1,521,531</b>		

Current Funding Priorities	
"One Door to Better Serve & Empower Our Students" - McGee Renovation	This list is not all-encompassing, however, these projects are the primary ones for which funding prospects are being pursued.
Workforce Center for Construction & Transportation Trades Bldg. (WCCTT) - Equipment	
Athletics	

Grants' Office Primary Goal
Systematically & aggressively research prospects & secure funding for prioritized projects @ Carteret CC

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Cindi Goodwin Sr. Director, Operations and Facilities  
**DATE:** December 12, 2024  
**SUBJECT:** Board of Trustee Meeting December 8, 2025, Facility and Operations Updates

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- Workforce Center for Construction Trades and Transportation Technology:
  - The re-zoning has been approved and changed to OP.
  - The recombination survey is complete and is pending approval by City Planning and Zoning.
  - Asbestos abatement completion December 19<sup>th</sup>, Demolition of the Pottery and the Security Building completion December 30. Relocation for pottery classes to the City of Morehead Parks and Recreation Department.
  - Security has been moved to the Human Resources Building.
  - Contracts to Daniels & Daniels are complete. The Kick Off meeting was held December 11<sup>th</sup> to initiate the visioning and space allocation for the new building. Subsequent meetings are schedule to meet with individual departments for space needs and infrastructure planning.
  
- Carteret CC One-Door (McGee Building):
  - Phase II: Architectural bid drawings completed by Smith Sinnett Architecture and advertisements for bids were placed December 10<sup>th</sup>. Bid opening scheduled for January 7<sup>th</sup>.
  - O&F are actively moving staff members who will be in the construction zone of Phase II.
  - McGee Piping Renovation: Brady services continues renovations of the HVAC piping and are still on schedule to complete in early February.
  
- Renovations:
  - Human Resources – office renovation complete.
  - Surgical Tech – scrub sink installed.
  - Wayne West – roof repairs are completed.
  - Foundation Building – Repairs completed, finish painting in progress.
  - Modular Buildings –
    - Carteret Correctional has obtained a temporary Certificate of Occupancy. Carteret CC has 60 days to install the restroom in one of the modular units and classes can be scheduled in late January.
    - The Town of Beaufort has approved the placement and MOU agreement to place a modular unit at Fire Station 2 on Hwy 101. Permitting and scheduling to install the unit at the first of the year is underway.
  
- Custodial Team: New custodian Lori Doneghy has joined the O&F team!
  
- O&F hosted its annual departmental Christmas celebration on December 18<sup>th</sup> in the RHUE building offering Dank Burrito and Secret Santa.

Thank you,

*Cindi Goodwin*

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Brenda Reash, Executive Director Foundation  
**DATE:** December 18, 2024  
**SUBJECT:** Board of Trustee January 8, 2025 Meeting Date

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**Fundraising and Donation & Resale Program Revenue:**

As of the current date, the fundraising and Donation & Resale Program revenue for the current fiscal year amounts to \$224,181. This figure represents approximately 30.03% of the total year budget goal.

**Endowment Funding:**

Current endowment funding growth is \$224,922. Two new endowments are being established:

- Big Rock Blue Marlin Tournament Scholarship Endowment
- Berbecker/Webb Scholarship for Aquaculture

**Community Relationships and Current Activities:**

This section outlines the key activities and engagements of the Executive Director and staff members, demonstrating their commitment to organizational initiatives and community partnerships.

- The Foundation hosted a table of community members at each fall culinary lunch (7 lunches), the President and Executive Director attended with the guests.
- Foundation staff and Executive Director hand delivered a few of the wine orders after the Crystal Coast Wine Expo (especially large orders).
- Foundation staff and executive director attended (volunteered) at the Wizards of Winter event; this concert setup will be identical to the plan for the April Celebration on the Sound concert.
- Worked with and supported two donors with personalized mailings to raise funds for the Judge Lee Lumpkin Memorial Scholarship Endowment.
- Foundation Development Committee met to review and select this year's Sweat Equity Grant in collaboration with the Hospitality & Culinary Arts Programs/Escoffier dinner. The committee reviewed 9 requests; they selected the Student Food Pantry to be this year's recipient.
- The Foundation sponsored the Employee Christmas party, a brunch held on campus.

**UPCOMING EVENTS/OPPORTUNITIES TO BE WITH DONORS**

**The Crystal Coast Wine Expo** which took place November 7-9, 2024 was a great success. Over \$19,300 (net) was raised.

The Foundation will also be hosting a lecture in collaboration with UNC Humanities on the Road on February 28, 2025, more information to come.



Save the date for the following:

- February 13<sup>th</sup> – Breakfast of Champions with sponsors and major donors (invitation only)
- March 26<sup>th</sup> – Donor and Recipient Scholarship Luncheon (invitation only)
- April 25<sup>th</sup> – Celebration on the Sound [Jefferson Starship 50th Anniversary Tour at Celebration on the Sound Tickets, Fri, Apr 25, 2025 at 7:30 PM | Eventbrite](#)

Program Specific Events supported by Foundation:

**Escoffier Dinners** – are scheduled for January 28<sup>th</sup>, and February 25<sup>th</sup>. The dinners support the Hospitality & Culinary Arts Programs, and provides funding to send the Goellner Exchange Students to France each fall. Funds raised from one of the dinners will also support the Sweat Equity Grant. Link for tickets to January dinner: [Escoffier Dinner January - Carteret Community College](#)

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Amanda Bryant, HR Director  
**DATE:** December 17, 2024  
**SUBJECT:** Board of Trustee January 2025 Meeting

**Recruiting/Hiring\***

Position	Replacing	Status
Director, Dental Assisting	New	Posting closes 12/15
Esthetics Tech Instructor	Teresa Kreman	Special mailing to NC licensed Instructors; no candidates
Director, Public Safety	Kevin White	Split to 2 part-time positions
TRIO; Family Support Specialist	Njideka White	Interviews 11/25 & 026
Director, Advising & MAPS	Mark Johnson (12/31/24)	Toby Finizio DOH 12/1/24
Instructor, Nursing (2) (10-month)	Tammy Kavanaugh & Cindy Young	Sandra Willard DOH 2/1/25; offer pending for 2 <sup>nd</sup> position
Admissions Specialist	Toby Finizio	Caitlyn Rocci DOH 1/1/25
Admin Assistant, Applied Sci	Bessie Wells	Valerie Ealey DOH 12/9/24
Career Coach/Enrollment Advisor	Caitlyn Rocci	Posting closes 12/30
Health Sciences Selective Admission, Advising & Clinical Onboarding Specialist	Annetee McCracken	Posting closes 12/15
Marketing & Communications Coordinator	New	Internal only posting closes 12/31
IT Specialist	Nic McGee	2 <sup>nd</sup> interview 12/17
Chair, English & Communications	Former Science Chair position restructured	Interviews 1/3
Instructor, Biology (10-month)	Former English position	Posting closed 12/1
Instructor, Info Technology	Ken Martin (12/31/24)	Repost for May '25 hire
Reference & Instruction Librarian	Eva Earles	Posting pending to close mid-January

\*Excludes Adjunct part-time, temporary job postings

**Turnover Data:**

Fiscal Year	FY2025	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	13	28	22	28	26	17	27	5
Internal Transfer/Promo	5	7	7	6	7	7	1	6
<b>Total Hires</b>	<b>18</b>	<b>35</b>	<b>29</b>	<b>34</b>	<b>33</b>	<b>24</b>	<b>28</b>	<b>11</b>
Retirement	7	9	7	11	9	4	2	4
Resignation	7	11	13	13	9	12	14	5
Involuntary resignation	1	3	2	3	6	2	3	1
<b>Total Terms</b>	<b>15</b>	<b>23</b>	<b>22</b>	<b>27</b>	<b>24</b>	<b>18</b>	<b>19</b>	<b>10</b>





### Employee Headcount and Turnover

December Headcount		December Turnover	FY25 YTD Turnover	Historical Turnover
F/T Perm Faculty	67	3.51%	8.87%	FY24: 13.71%
F/T Perm Staff	101			FY23: 13.11%
P/T Perm Faculty	1			FY22: 16.36%
P/T Perm Staff	0			FY21: 13.35%
<b>Total Perm</b>	<b>169</b>			FY20: 8.48%
<b>Total Payroll</b>	<b>326</b>			FY19: 10.66%

### Recent Employee Departures

Position	Name	Date
Accounts Receivable Technician	Alicia McMillan	11/30/24
Chair, Nursing	Camella Marcom	12/31/24
Instructor, Sociology	Johnny Underwood	12/31/24
Administrative Assistant, Applied Sciences	Bessie Wells	12/31/24
Instructor, Computer Information Technology	Ken Martin	12/31/24
Enrollment Advisor, Health Sciences	Mark Johnson	12/31/24
Nursing Instructor, 10-month	Cynthia Young	12/31/24

**TO:** Carteret Community College Board of Trustees  
**FROM:** Kristian Jenkins  
**DATE:** 1/02/2025  
**SUBJECT:** Board of Trustee 1/8/2025 Meeting

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- The SGA is ready for the Spring Semester to begin! We have a great schedule of events for “Welcome Week!” in the Bryant Student Center.
  - Monday 1/6 – Pancake Power Hour from 9 am-11 am
  - Tuesday 1/7 – Pizza, Planners & Pens from 11 am-2 pm
  - Wednesday 1/8 – Mug Magic & Smore from 10 am – 1 pm
  - Thursday 1/9 – Nacho Average Semester from 11 am – 2 pm
  - Friday 1/10 – Sweet & Savory Snack Stop – ALL DAY
  
- The SGA has planned a Day of Service MLK Day of Service at the Crystal Bluffs Rehabilitation Center in Morehead City on January 21<sup>st</sup> from 1 pm – 3 pm. There are 20 volunteer spots available for this event. During this time, we will play games, do arts & crafts, and keep the residents company for a few hours.
  
- Our Clubs & Grub event will be in the Civic Center on January 23<sup>rd</sup> from 11 am to 1 pm. This is a perfect event for new students to browse our campus clubs.
  
- We have one Game Day, one Make & Take, and one Physical Activity scheduled every month for the Spring semester, and there is sure to be something for everyone to enjoy!

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Jennifer Maldonado-Castro  
**DATE:** 1/2/2025  
**SUBJECT:** Board of Trustee 1/8/2025 Meeting

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- **Spring Semester Planning:** SGA has finalized all our events for the spring semester, designed to engage and inspire our student body. These include 22 free events such as:
  - Welcome Back Week, a series of events featuring themes like *Pancake Power Hours*, *Nacho Average Semester*, and *Mug Magic & S'mores* to warmly welcome students back to campus.
    - § Thank you to leadership who has been very helpful in volunteering at these events. Their participation highlights their level of commitment to students and builds moral on campus.
  - Kraken Compete, a new series of friendly competitions like cornhole, volleyball, and a fun run, encouraging a vibrant sports culture.
  - Make & Take events, such as bracelet-making and tie dying hats and tote bags, which allow for a creative outlet.
  - Kraken Quests, interactive game days featuring Bingo, Mario Party, and Just Dance to bring students together for fun and relaxation.
- **Partnerships and Collaborations:** SGA is proud to announce ongoing efforts to expand partnerships that enhance student wellness and support.
  - We are currently working with *Sports Center* to bring fitness-focused opportunities to campus. By including fitness activities within our student programming, we aim to foster a sense of sportsmanship, paving the way for a vibrant sports culture as we prepare for athletic teams in the future.
  - Additionally, we have reached out to *Katey's Kits*, a non-profit organization based in Eastern North Carolina at St. James United Methodist Church. Founded by Katey Gould Simmons in 2021 as part of a gratitude project, Katey's Kits provides menstruation products to young people in need.
- **MLK Day of Service:** This Martin Luther King Jr. Day, honor his legacy by giving back to our community. Students may sign up and volunteer for a meaningful day of service at Crystal Bluffs Nursing Home, where spend time with local seniors. Volunteers will engage in activities like painting, card and board games, and heartfelt conversations to brighten their day.