



TO: All Members of the Board of Trustees
 FROM: Dr. Wrenn Johnson, Chair, Mr. Doug Brady, Vice Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, January 14, 2026, at 9:00 a.m., Foundation Boardroom

AGENDA			
I.	*	CALL TO ORDER A. Ethics Statement	Vice Chair Brady
II.		FOUNDATION CHECK RECOGNITION Safe Harbor Jarrett Bay	Vice Chair Brady
III.	*	APPROVAL OF AGENDA	Vice Chair Brady
IV.	*	APPROVAL OF MINUTES (November 12, 2025, Attachment 1 , November 24, 2-25, Attachment 2)	Vice Chair Brady
V.	*	COMMITTEE REPORTS <ul style="list-style-type: none"> A. Buildings & Grounds Committee <ul style="list-style-type: none"> 1. Master Grounds Plan 2. Shellfish Mariculture Signage Request 3. Approval of Naming Opportunities 4. Interlocal Agreement for County EMS Tower Upgrade 5. WCCTT Budget Update 	Vice Chair Brady Trustee Bill Henderson
VI.		OTHER REPORTS <ul style="list-style-type: none"> A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13) C. SGA Report 	Vice Chair Brady Trustee Mort Congleton Dr. Mancini Ms. Marley Ward
VII.		BOARD COMMENTS	Vice Chair Brady, Trustees
VIII.		CLOSED SESSION in accordance with N.C. GS 143-318.11(a)(5)	Vice Chair Brady
IX.	*	ADJOURNMENT	Vice Chair Brady

*Indicates Item for Action

DATE	EVENT	TIME	LOCATION
January 27, 2026	Escoffier Dinner	5:30 p.m.	HCAC
February 12, 2026	Sip Happens!	6:00 p.m.	HCAC
February 24, 2026	Escoffier Dinner	5:30 p.m.	HCAC



Attachment 1

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

November 12, 2025

I. CALL TO ORDER

Following proper public notification, Chair Wrenn Johnson called the Carteret Community College Board of Trustees meeting to order at 9:01 a.m. on November 12, 2025, at the Foundation Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mr. Doug Brady	Dr. Wrenn Johnson
Mr. Mort Congleton	Mrs. Kelly Marek
Mrs. Melodie Darden	Mrs. Dee Meshaw (via Zoom)
Mr. Bill Henderson	Mr. Will Rogers
Mrs. Penny Hooper	Mr. Doug Starcke

Trustees Absent

Mrs. Rosa Langston
Mrs. Catherine Parker

SGA Present

Ms. Marley Ward, 2025-2026 SGA President

Administration and Staff Present

Dr. Tracy Mancini	President
Mr. Perry Harker	Vice President, Workforce Programs and Student Support
Mrs. Cindi Goodwin	Senior Director, Operations & Facilities
Mr. Scott Lane	Vice President, Finance & Administrative Services
Mr. Curtis Gillikin	Director, Campus Information Technology
Mr. Richard Abell	Director, Security & Emergency Preparedness
Ms. Brenda Reash	Executive Director, Foundation
Ms. Angela McMahon	Executive Assistant to the President, Assistant Secretary to the Board
Ms. Logan Okun	Senior Director, Marketing & Communications
Ms. Shana Olmstead	Director, Culinary, Horticulture & Special Programs
Ms. Andrea Cole	Instructor Medical Assisting, FEC Chair
Ms. Amanda Belleville	Chair, Dental Assisting
Mr. Michael Litaker	Director, Trades and Industry
Mr. Scott Leahy	Director, Marine Trades, SEC Chair

Guests Present

Ms. Cheryl Burke	Reporter, Carteret County News-Times
Mrs. Marna Congleton	



A. Ethics Reminder

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

II. FOUNDATION CHECK PRESENTATION

Chair Johnson recognized Mort and Marna Congleton for their significant impact on Carteret County in a short time. She said the College was deeply grateful to Mr. and Mrs. Congleton for their contribution of \$10,000 to establish a new endowment. Chair Johnson said the gift represents a lasting commitment to the future of the College's mission and will provide enduring support for generations to come. She said that while the specific purpose of the endowment is still being determined, the foundational investment ensures continued growth and meaningful impact. Chair Johnson thanked Mr. and Mrs. Congleton for their vision and dedication to advancing the work of both the Foundation and the College.

III. APPROVAL OF AGENDA

Chair Johnson presented the November 12, 2025, agenda for approval by the Board.

Trustee Mort Congleton motioned to approve the November 12, 2025, agenda. Trustee Doug Starcke seconded the motion. The motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

Chair Johnson presented the October 15, 2025, minutes for approval by the Board.

Trustee Congleton motioned to approve the October 15, 2025, minutes. Trustee Penny Hooper seconded the motion. The motion passed unanimously by voice vote.

V. CHAIR COMMENTS

Chair Johnson said, to keep the meeting moving efficiently, she would include her remarks during the board comment period at the conclusion of the meeting.

VI. NEW EMPLOYEES

A. Amanda Belleville

Dr. Mancini introduced Ms. Amanda Belleville as the new Chair of the Dental Assisting Program. She said Ms. Belleville joined the College from Rowan Cabarrus Community College where she served as the Dental Assisting Program Chair. Dr. Mancini said Ms. Belleville has a wealth of experience in both the community college system and in private practice as well as being a Commission on Dental Accreditation Site Visitor, a North Carolina State Board of Dentistry Approved Radiology Instructor, and an approved instructor for the UNC Chapel Hill Statewide Program for Infection Control and Epidemiology.

Ms. Belleville expressed her enthusiasm for joining the College, saying initial conversations about the role began with Mr. Harker nearly a year ago. She said she began her career in private practice before



transitioning to teaching at Fayetteville Technical Community College and later at Rowan Cabarrus. She said she was excited to launch the Dental Assisting program and had already begun outreach to many of the local dental practices.

B. Michael Litaker

Chair Johnson recognized Mr. Perry Harker to introduce Mr. Michael Litaker as the new Director of Trades and Industry. Mr. Harker said Mr. Litaker previously taught trades courses at West Carteret High School and brings to the College more than 13 years of teaching experience with Carteret County Public Schools and 25 years of experience in the construction industry, including owning his own business.

Mr. Litaker expressed his enthusiasm for joining the College and said he is quickly getting acclimated in his new role. He described himself as a construction professional, having started as a laborer at age 14. He said transitioning to the College after decades in the construction industry and years of teaching felt like a natural progression. He said he was very passionate about the trades and closed with the remark: "Every degree needs a wall to hang on."

Chair Johnson welcomed Ms. Belleville and Mr. Litaker and said she looked forward to seeing their programs thrive.

VII. PRESENTATION

Chair Johnson invited Mr. Harker to present on Workforce Programs and Student Success. Mr. Harker said members of his team would provide updates on initiatives serving some of the College's nontraditional students, including individuals with special needs or intellectual challenges. He introduced Ms. DaNell Pierce, Basic Skills instructor.

Ms. Pierce gave an informative presentation on the Adult Basic Education program, which supports adults with intellectual and developmental disabilities. The program focuses on improving independence through reading, writing, speaking, problem-solving, and computer skills. She noted that the program currently serves 23 students, with 4 on the wait list, ranging in age from 18 to 65. Ms. Pierce spoke about the variety of activities the students are engaged in and explained that students do not graduate from the program, but the program goal is to help the students immerse more fully into the broader community. Trustees asked questions throughout the presentation.

Mr. Harker then introduced Ms. Shana Olmstead, Director, Culinary, Horticulture & Special Programs. Ms. Olmstead delivered an informative PowerPoint presentation on the Foodservice Technology (FST) and Landscape Technology (LST) programs designed for special population students. Ms. Olmstead said students come from the three area high schools and graduate with a college credential. Her presentation highlighted student activities, program challenges, and future goals.

Ms. Olmstead shared that, after she and Chef Michelle Somogy presented at UNC Wilmington, the College of the Albemarle was inspired to launch its own FST and LST programs, scheduled to begin in the fall of 2026. Ms. Olmstead invited trustees to attend the program graduation on December 18, 2025, at 9:00 a.m.

Trustees asked questions about the programs throughout the presentation.



Dr. Mancini said Governor Stein has established a task force for special populations and she was proud to say that the System Office recommended Ms. Olmstead to serve on that task force.

Chair Johnson thanked Ms. Pierce and Ms. Olmstead for their presentations.

VIII. NEW BUSINESS

A. Vote on December 10, 2025, Board Meeting

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

Trustee Mort Congleton motioned to not have a December Board of Trustees meeting. Trustee Bill Henderson seconded the motion. The motion passed unanimously by voice vote.

IX. ONGOING BUSINESS

A. Second Read Policy Revisions

Dr. Mancini presented the following policies for a second reading:

- 2.3 Veterans Preference Policy
- 2.4 Recruitment/Application/Hiring Policy
- 2.6 Employment Categories Policy
- 3.3 Admissions Policy
- 5.11 Human Subjects in Research Policy

She invited trustees to share any further revisions. None were reported.

Trustee Congleton motioned to approve revised policies 2.3, 2.4, 2.6, 3.3, and 5.11. Trustee Starcke seconded the motion. The motion passed unanimously by voice vote.

X. COMMITTEE REPORTS

A. Personnel, Policies & Bylaws Committee

Trustee Hooper, Chair of the Personnel, Policies & Bylaws Committee, said the committee met on November 5, 2025. Trustee Hooper said the committee reviewed the bylaws and the Barwick award materials but, in the absence of a quorum, no action was taken. She said the committee expects to present the reviewed and revised governing policies and bylaws to the full board at its next scheduled meeting. Trustee Hooper confirmed that the nomination period for the Barwick Award will be from January 1, 2026, through February 27, 2026.

B. Curriculum and Student Support

In Trustee Langston's absence, Dr. Mancini provided a report on behalf of the Curriculum and Student Support Committee. She said the committee met on November 6, 2025, and was bringing the following motions for consideration by the full board:



- 1. Motion to approve the removal of the State BIO and CHM prerequisites for AQU 251 and AQU 280.** Dr. Mancini said BIO 111 General Biology is a state pre-requisite for AQU 280, and BIO 111 and CHM 151 General Chemistry I are pre-requisites for AQU 251. However, AQU 111 Aquaculture I, which precedes these courses in the College sequence, already incorporates the necessary biology and chemistry concepts to prepare students for success in subsequent AQU courses. Dr. Mancini said, as the only institution in the system offering Aquaculture, the College is not required to poll other colleges about making this change.
- 2. Motion to increase the Course Fee for NUR 112 from \$383.21 to \$500, effective Spring 2026.** Dr. Mancini said this fee adjustment was necessary to cover the cost of Assessment Technologies Institute (ATI) software which was inadvertently omitted when this year's course fees for NUR 112 were assessed.
- 3. Motion to approve the initiation of a Feasibility Study for a Practical Nursing diploma program.** Dr. Mancini said the College terminated its Licensed Practical Nursing (LPN) program in 2017 as institutions were not hiring LPNs. Post-Covid-19, there is now a demand for LPNs and the College is exploring reinstatement of the program. Dr. Mancini said classes would likely be offered at nights and weekends, and Carteret Health has informally indicated it could support evening clinicals.

The motions were approved unanimously by voice vote.

XI. OTHER REPORTS

A. Foundation Liaison

Trustee Congleton said the Crystal Coast Wine Expo, held November 6-8, and was a great success with 194 attendees over the three-day event. He said Life Enrichment had delivered 42 fall classes with 326 learners enrolled and on November 11, 2025, the Coastal Science Explorers youth camp had taken place as part of the School's Out STEM Camps (S.O.S.) initiative.

Trustee Congleton said Board of Trustees participation in annual giving was at 67% and Board of Directors participation was at 89%. Ms. Reash confirmed she would follow up individually with trustees regarding their giving status. Trustee Congleton noted that the board packet included information on upcoming Foundation events.

B. President's and Executive Leadership Council Reports

Dr. Mancini said the board packet contained many excellent reports. She commented on two initiatives from the Marketing Department, a weekly employee feature, and a student profile series. She said the stories featured were inspiring and a reminder of the College's purpose.

Dr. Mancini said the Veterans Breakfast was a great success, and she thanked Trustees Henderson and Congleton for attending. She thanked trustees who participated in the Crystal Coast Wine Expo and those who took part in the Workforce Center groundbreaking. She recognized Representative Celeste Cairns, Senator Norman Sanderson, Chair Wren Johnson and Commissioner David Quinn for their



remarks at the event. Dr. Mancini said site work for the Workforce Center should begin in earnest on November 24, 2025.

Dr. Mancini said College leadership took part in a productive retreat on Friday November 7, 2025, at the Carteret County Services facility located in the Industrial Park. She said much of the discussion focused on enrollment, and she was encouraged by the Deans and new Divisional leaders.

Dr. Mancini asked trustees if they had any questions.

Trustee Congleton asked about the impact of operating without an approved state budget. Dr. Mancini said the College is functioning under a continuing resolution, operating on a budget similar to last year's. She said some programs that expected to receive extra funding have not done so. She said the College has cut back and is operating within budget. She said one of the most significant impacts is the absence of employee raises. She said in January, when increased health premiums come into effect, most employee will see a net decrease in take home pay.

XII. BOARD COMMENTS

Chair Johnson thanked all who participated in the Workforce Center groundbreaking, noting it was an outstanding event. She commended staff for their excellent work and expressed appreciation for the inclusive programs reviewed during the meeting. She acknowledged the community work done by many College employees, noting two members of the College Security staff assisted with packing Thanksgiving lunches the previous day at the Salvation Army.

Trustee Henderson recognized Mr. Lane for an excellent Finance and Administration report and noted that the newly formatted grant report was much easier to read.

Trustee Congleton thanked all involved in making the groundbreaking accessible to him following foot surgery and expressed appreciation for the trustees and leadership team.

Trustee Brady commented on the quality of the presentations, and he said he appreciates that Carteret Community College is leading efforts for populations that need additional support.

Trustee Starcke said it was a great meeting and he appreciates the level of participation. He said he particularly appreciated Mr. Litaker's comment: "Every degree needs a wall to hang on." He said his family has close ties with Camp Albemarle and, after hearing the FST program may assist in school lunch preparation, he offered his help in facilitating the effort.

Trustee Rogers said he had particularly enjoyed Commissioner David Quinn's remarks at the groundbreaking ceremony and commented that, having been involved in the project from the beginning, it was exciting to see progress being made.

Ms. Ward thanked all for their support of the Veteran's Breakfast and said it was a great event. She said the SGA has concluded planning meetings and said she is happy with new and upcoming themes and events.

Trustee Marek said she always learns something new during board meetings and thoroughly enjoyed the presentations. She welcomed the new employees and said Mr. Litaker had been her son's favorite teacher at West Carteret High School.



Trustee Hooper welcomed the new employees and thanked them for attending. She emphasized the importance of serving special needs populations. She commended Mr. Lane for his report and expressed appreciation for his efforts in the search for athletics coaches. She commented that the Dental Assisting and LPN programs are good for the community.

Trustee Darden said it had been a great meeting and very uplifting. She said the Workforce Center groundbreaking is a great example of strong governance and the culmination of extensive committee work.

Chair Johnson left the meeting at 10:06 a.m.

XIII. CLOSED SESSION

Trustee Starcke motioned to go into Closed Session at 10:06 a.m. in accordance with N.C. GS 143-318.11(a)(5). Trustee Rogers seconded the motion. The motion passed unanimously by voice vote.

Trustees asked Ms. Angela McMahon to stay.

Trustee Darden motioned to come out of Closed Session at 10:28 a.m. Trustee Hooper seconded the motion. The motion passed unanimously by voice vote.

XIV. ADJOURNMENT

There being no further business, Trustee Rogers motioned to adjourn at 10:29 a.m. Trustee Henderson 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 14, 2025

Dr. Wrenn Johnson, Chair of the Board of Trustees

_____ Date

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

_____ Date



Attachment 2

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF SPECIAL MEETING

November 24, 2025

I. CALL TO ORDER

Following proper public notification, Chair Wren Johnson called the Carteret Community College Board of Trustees meeting to order at 2:00 p.m. on November 24, 2025, at the Human Resources conference room on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mr. Doug Brady (via Zoom)
Mrs. Melodie Darden (via Zoom)
Mr. Bill Henderson
Dr. Wren Johnson

Mrs. Kelly Marek (via Zoom)
Mrs. Dee Meshaw (via Zoom)
Mrs. Catherine Parker (via Zoom)
Mr. Doug Starcke (via Zoom)

Trustees Absent

Mr. Mort Congleton
Mrs. Penny Hooper
Mrs. Rosa Langston
Mr. Will Rogers

Administration and Staff Present

Dr. Tracy Mancini	President
Mrs. Cindi Goodwin	Senior Director, Operations & Facilities
Mr. Scott Lane	Vice President, Finance & Administrative Services
Ms. Angela McMahon	Executive Assistant to the President, Assistant Secretary to the Board

II. APPROVAL OF AGENDA

Chair Johnson presented the November 24, 2025, agenda for approval by the Board.

Trustee Bill Henderson motioned to approve the November 24, 2025, agenda. Trustee Melodie Darden seconded the motion. The motion passed unanimously by voice vote.

III. Select Contractor for One Door Phase III

Trustee Henderson, Chair of the Buildings & Grounds Committee, said the committee met at 1:30 p.m. on November 24, 2025, immediately prior to the current meeting. Trustee Henderson said the committee reviewed the bids for One Door Phase III and recommends awarding the contract to Garanco. Inc., selecting alternates 1, 2, and 7, in addition to the base bid. Trustee Henderson said the bid was for \$1,790,600.00, but Garanco has agreed to adjust contingencies down by \$600 to align with the College's budget.



Trustee Henderson said the Buildings & Grounds committee brings a motion to the full board to proceed with Garanco, Inc. as the contractor for One Door Phase III.

Chair Johnson invited any discussion.

The motion passed unanimously by voice vote.

Trustee Henderson asked about the schedule for the renovations. Mrs. Goodwin said construction will begin January 2, 2026, and finish in July 2026, in time for the start of the next academic year. Mrs Goodwin confirmed that, as the project cost is under \$2 million, it does not fall under the State Construction office. Dr. Mancini said county funds will be used for the project.

IV. ADJOURNMENT

There being no further business, Trustee Darden motioned to adjourn at 2:04 a.m. Trustee Catherine Parker 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 26, 2025

Dr. Wrenn Johnson, Chair of the Board of Trustees

Date

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

Date

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: January 9, 2026
SUBJECT: Board of Trustees January 14, 2026, Meeting

Happy New Year! “High Five” to all of our faculty and staff for getting this spring semester off to a great start!



Enrollment numbers are slightly above spring 2025 in curriculum programs and more than ten percent above spring 2025 in workforce continuing

education. We will get final numbers to you soon, but Carteret CC is definitely serving and empowering more students in 2026 already. Featured left is a new CNA student who successfully dressed her “patient” with compression hose; featured right is a first-semester Nursing student who arrived extra-early because she was excited to start her pathway to being an RN. We wish all of our new and returning students well this semester.

Last January, we were beginning Phase II of the One-Door Renovation in McGee and were near completion of the McGee HVAC/Piping replacement project. This month, we will see construction begin on **Phase III of One-Door**, which will result in a new comprehensive student services area on the west end of first-floor McGee. This project is set to be completed in July 2026, in time for Fall 2026 registration and classes.

The College is grateful to the **Big Rock Foundation** for their grant of \$100,000 and the **Phillip VanEvery Foundation** for their grant of \$50,000 for the **Workforce Center for Construction and Transportation Trades**. Site preparation and work has been underway since November on the WCCTT, and we look forward to seeing that building take shape later this spring when the fabricated metal skeleton is delivered.

December brought many credential completions and celebrations, with our **Food Service Technology, Landscape Service Technology, BLET, Crystal Coast Fire Academy, Electrical I, 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 **Dental Assisting I** program begins at the Burnett Chalk Architecture property. A cohort of 12 students will begin this week, and a second cohort will start in March. We are delighted to provide this program and lab to support the demands of local dentists and orthodontists. Be on the lookout for a public ribbon-cutting ceremony and tour of the new lab in February.

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 01/06/2026
SUBJECT: Board of Trustee 01/14/2026 Meeting

- At the close of the Fall 2025 semester, 60 students completed associate degrees, 17 completed diplomas, and 135 completed certificates. Among those completers were 53 CNA I and 12 CNA II graduates, 21 Associate Degree Nursing graduates, 11 Phlebotomy graduates, 4 CCP Food Service Technology (FST) graduates, and 7 adult FST completers.
- Over the Winter Break, Student Services, Financial Aid staff, and Deans and Directors were hard at work taking care of new admissions and late spring enrollments. The curriculum semester begins on 1/07. As of the morning of 01/06/2026, we have 1,567 unduplicated curriculum students enrolled in 4,390 seats. 466 of those students are dually enrolled high school students. 207 seats were enrolled in this beginning of January, just 2 full working days into the month. This is a good snapshot of how dynamic our enrollment activity is through the first week of the semester.
- Our brand-new Dental Assisting WCE program will start its first cohort of 12 students on 1/12. We anticipate a second cohort starting on 3/09. We are eagerly seeking additional dental office clinical sites to ensure that all of our students have a clinical experience that matches excellence set by our existing health science programs. The ribbon cutting ceremony for our newly outfitted Dental Assisting classroom and labs will be in February, details to come, starting at the Big Rock Career Center followed by tours of the dental facility.
- In partnership with Dr. Russo of the Caribbean Aquaculture and Innovation Hub, our Director of Aquaculture Dave Cerino will be enrolling several international students in WCE courses that articulate to our Online Certificate in Aquaculture Technology. This is a new partnership, and we look forward to learning how our remote international students apply the skills and knowledge from our coursework to Aquaculture research in their local setting.
- Our Culinary, Baking & Pastry, and Hospitality programs hosted two successful Escoffier dinners in the fall semester. The next Escoffier dinner is 1/27 (only 11 tickets remain at the time of this writing!), and the series will conclude for this academic year with the 2/24 dinner. Our Goellner Exchange students have done a fantastic job of connecting their featured dishes to their inspirational experiences in Paris. Don't miss the opportunity to have an amazing meal, hear from our students, and contribute to the next student trip abroad!
- Carteret CC will be represented on Governor Stein's NC Career Launch Employer Advisory Taskforce by Shana Olmstead, Director of Hospitality, Culinary, Baking & Pastry, Horticulture,



and IDD Programs. Part of their charge will be to increase independence and employment opportunities for individuals with disabilities through career programming and apprenticeships. Their first meeting will be January 12th.

- Our SACS COC Fifth Year Report, submitted in September of 2025, was reviewed by our accreditor, and all of our key narratives were successful with minor clarifying documentation requested in three areas, which will be submitted prior to the end of January. I am so grateful to the numerous staff and faculty involved in the research, reporting, and crafting of our very successful interim accreditation review!

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 12/29/2025
SUBJECT: Workforce and Continuing Education January Board Report

Workforce and Continuing Education Highlights

The end of the semester provided an excellent opportunity to celebrate student achievement across multiple Workforce and Continuing Education (WCE) programs. The College hosted pinning ceremonies recognizing students who completed Phlebotomy, Nail Technology, Massage Therapy, Basic Law Enforcement Training, Fire Academy, and Nurse Aide programs. These ceremonies honored not only academic achievement, but also students' perseverance and commitment to earning industry-recognized credentials.

In addition, the College held a graduation ceremony at Carteret Correctional Center for students completing Masonry, Horticulture, and High School Equivalency (GED) programs. These graduates exemplify the College's mission to expand access to education and workforce pathways for all learners, regardless of circumstance.

The Register Suite and WCE team collected and distributed over one hundred blankets, socks, gently used coats, and other needed items, which they donated to area nursing homes as part of our annual Christmas community project.

Apprenticeships and Workforce Pathways

Carteret Works continues to strengthen apprenticeship pathways aligned with local employer needs. Carteret Works is exploring new apprenticeship opportunities in Boat Building, Business and Accounting, Culinary Arts, Medical Assisting, and Pharmacy Technician, reflecting the College's ongoing commitment to meeting local workforce needs.

The Fall 2025 CNA I/II Accelerated Course for the Carteret Health Care Apprenticeship had seven participating students who completed in a single semester. These students are officially recognized apprentice journey workers with the U.S. Department of Labor and the North Carolina Community College System. All are employed at Carteret Health Care, and five plan to advance their education by pursuing the Associate Degree in Nursing (ADN).

The Surgical Technology Program will launch its second apprentice cohort with Carteret Health Care in January, further strengthening the healthcare workforce pipeline.



Public Safety and Criminal Justice Training

Public Safety Division has scheduled Firearms Training, 2026 Mandatory In-Service, and RADAR Certification courses for Spring 2026. During the week of December 8–12, 2025, the College successfully recertified 19 local RADAR officers, all of whom passed the state exam. The program continues to expand community partnerships and is working to finalize an agreement with the North Carolina Justice Academy to host Internal Affairs training in August 2026.

Marine Trades and Specialized Programs

Safe Harbor Jarrett Bay generously donated \$5,000 to support the Boat Building Program. The U.S. Coast Guard conducted an on-site audit of the Marine Captain's Program and commended the professionalism and quality of instruction.

Nursing and Health Programs

Pinning ceremonies were held for the CNA I and CNA II programs in December 2025. A total of sixty-five students graduated.

Spring enrollment for CNA programs remains strong, with 73 students submitting preregistrations (49 WCE students and 24 curriculum students). Additionally, the CNA I program at East Carteret High School enrolled ten students, eight of whom are ECHS students, demonstrating continued demand for training opportunities in eastern Carteret County.

Reentry and Supportive Services

The reentry program continues to support justice-impacted individuals with histories of substance use. During the reporting period, staff assisted six individuals with housing support referrals, provided transportation assistance for three individuals to obtain identification and Social Security cards, and supported three individuals in securing employment. Outreach efforts continue to expand partnerships for transportation and food assistance.

Small Business Center

The Small Business Center successfully relaunched the Beaufort Small Business Roundtables, now branded as *The Beaufort Tide*. Meetings are scheduled monthly on the second Thursday from 8:00–9:00 a.m., at the Train Depot. Attendance has grown from ten participants in October to 17 participants in both November and December. The Morehead City Small Business Roundtable continues to thrive, averaging more than twenty participants at its weekly Wednesday morning meetings.

Small Business Saturday was also an enormous success. The Center secured official proclamations from mayors across the county, distributed promotional materials, hosted a Shop Small Spotlight highlighting local businesses, and encouraged community-wide support of small businesses.

College and Career Readiness

I had the honor of proudly presenting the **2025 Bocce Ball medals** to our College and Career Readiness students who participated in the **Carteret County Special Olympics**. Our athletes brought remarkable enthusiasm, determination, and heart to every match.

Their guiding motto captures the spirit of the day and the meaning behind these moments: ***“Let me win. But if I cannot win, let me be brave in the attempt.”*** These medals celebrate **ability over disability**, embody true **sportsmanship**, and reflect the power of inclusion. Most importantly, they strengthen the bonds between our campus and the broader community, reminding us that courage, effort, and teamwork are victories in themselves.



CCR Students receiving 2025 Bocce Ball Carteret County Special Olympics Medals.

TO: Carteret Community College Board of Trustees
FROM: Scott Lane, Vice President of Finance & Administrative Services
DATE: January 5, 2026
SUBJECT: Board of Trustees January 14, 2026, Meeting Report

Athletics

- **Head Coach Recruitment:** Head coaching positions for Baseball, Women's Soccer, and Women's Cross Country were posted in early December with an application deadline of December 31st. The response was outstanding, with 55 applicants for Baseball, 22 for Women's Soccer, and 5 for Women's Cross Country. The positions were advertised on national athletic job boards, generating over 7,500 views providing excellent exposure for our new Athletics Program.
- **Facility Agreements:** Throughout November and December, Dr. Mancini and myself engaged in productive discussions with Morehead City leaders regarding licensing agreements for Baseball and Soccer facilities.
- **Brand Partnership:** In December, the College signed a contract with Adidas to serve as the exclusive provider of athletic apparel, uniforms, footwear and accessories for Kraken Athletics.
- **Athletics Website:** Also in December, the College partnered with Presto Sports to develop a stand-alone Athletics website. This platform will feature live stats and rosters, and integrate photos and videos with our social media accounts, enhancing visibility and fan engagement.

Financial Aid & Veterans Services

- **FAFSA Processing & Awards:** Actively processing FAFSA applications for the upcoming Spring Semester. Assisting students in completing financial aid files to ensure timely awarding and disbursement. Institutional scholarship awards for the upcoming term are currently in progress.
- **VA Certifications:** Continuing to certify VA students to ensure they receive their benefits.
- Submitted the **NCCHED (North Carolina Higher Ed Data Collection) Report** on December 8th.
- **Financial Aid Annual Setup:** The Financial Aid team attended the setup class for the 2026-2027 academic year the first week of December at Wayne Community College.
- **Outreach Event:** Hosted a FAFSA Completion event on December 11th in the Wayne West Building to assist students enrolled for the upcoming semester who had not yet completed their FAFSA. The Foundation provided pizza and gift cards to encourage attendance.
- **Reconnect Program:** Ashley continues to support adult learners returning to college through the Reconnect program through the Belk Endowment Center, helping them navigate the financial aid process.

Budget

- The College's state and county budgets remain on track and aligned with projected spending. At the midpoint of the fiscal year, 49.3% of the state budget and 51.1% of the county operating budget (\$3,600,000) have been expended.



STATE BUDGET SUMMARY				
As of 12-31-25	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$3,778,381	\$1,918,086	\$1,860,295	50.8%
Curriculum Instruction	\$7,997,330	\$3,988,957	\$4,008,373	49.9%
Workforce & Continuing Education	\$2,588,899	\$1,148,767	\$1,440,132	44.4%
Academic Support	\$1,106,808	\$566,703	\$540,105	51.2%
Student Support	\$1,145,842	\$545,637.73	\$600,204	47.6%
Capital Outlay	\$58,405	\$45,978	\$12,427	78.7%
Totals	\$16,675,665	\$8,214,129	\$8,461,536	49.3%

COUNTY BUDGET SUMMARY				
As of 12-31-25	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$576,007	\$344,979	\$231,028	59.9%
Plant Operations	\$3,023,993	\$1,492,983	\$1,531,010	49.4%
Capital Outlay	\$2,387,555	\$792,783	\$1,594,772	33.2%
Totals	\$5,987,555	\$2,630,745	\$3,356,810	43.9%

INSTITUTIONAL BUDGET SUMMARY				
As of 12-31-25	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$85,234	\$126,053	-\$40,819	147.9%
Curriculum Instruction	\$774,134	\$402,957	\$371,177	52.1%
Workforce & Continuing Education	\$456,549	\$101,257	\$355,292	22.2%
Academic Support	\$73,284	\$90,572	-\$17,288	123.6%
Student Support	\$618,044	\$408,277	\$209,767	66.1%
Plant Operations	\$16,251	\$7,265	\$8,986	44.7%
Proprietary	\$112,039	\$109,452	\$2,587	97.7%
Student Aid	\$3,800,000	\$2,578,628	\$1,221,372	67.9%
Capital Outlay	\$9,375,000	\$524,922	\$8,850,078	5.6%
Totals	\$15,310,535	\$4,349,355	\$10,961,152	28.4%

Emergency Preparedness and Security

- Meetings Attended
 - Alumnus Committee Meeting
 - Staff Executive Committee
 - Employee Events Committee
 - Security Camera Review for the new Workforce Center
 - Verkada Vendor Meeting
- Other
 - Conducted HSE Orientation
 - Provided Safety Overview for new employees
 - Assisted with parking for an event at the Bryant Student Center
 - Supported the following pinning's and graduations: Phlebotomy Completion Ceremony, Spa Services Pinning, BLET Graduation, Fire Academy Graduation.

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TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: January 5, 2026
SUBJECT: Board of Trustee January 14, 2026, Meeting Date

Annual Fund Participation: July 1, 2025 – June 30, 2026

- Board of Trustees – 75%
- Board of Directors – 89%
- Employees – 62% participation Campus Week of Giving

Annual Fund Unrestricted Gifts: \$19,233 (53.43% of goal)

Fundraising Revenue: \$268,830 (337.85% of goal)

Endowment donations/growth this year-to-date: \$53,362

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.

- Coordinated a small bus trip for 22 guests to Mike's Farm, featuring dinner and a holiday lights experience.
- Established a new connection with the Margaritaville Hotel through an introductory meeting.
- Partnered with First Citizens Bank to host a morning community session with Matthew Martin, Regional Executive of the Federal Reserve Bank of Richmond, welcoming over 30 business partners and guests.
- Organized a photo opportunity with Safe Harbor Jarrett Bay to recognize their annual support of the Boatbuilding Program.
- Convened the Foundation's Development Committee to review the Wine Expo event summary and discuss plans for 2026.
- Met with representatives from Live Oak Christian Church to explore the creation of a new scholarship.

Upcoming Events/Life Enrichment Classes/Opportunities to be with Donors

- We have two Escoffier dinners remaining, January 27th and February 24th, a few tickets are still available - [Escoffier 2025](#)
- A new event in February for couples or groups, Sip Happens! – a cooking and dinner experience - [Sip Happens 2026](#)
- Celebration on the Sound tickets are on sale too, May 8th - [celebrationonthesound.com](#)

Youth Camps coming up in January (days the CCPS is closed), please share with folks who have middle or high school aged children:

- Health Heroes Camp (middle school) [S.O.S. STEM Camps](#)
- Engineering Explorers Camp (high school) [S.O.S. STEM Camps](#)



Life Enrichment Classes to explore: [Life Enrichment - Carteret Community College](#)

Women on the Water, March 28th - [Women on the Water 2026](#)

Safe Harbor Jarrett Bay has generously donated \$5,000 to support Carteret Community College's Boatbuilding Program. This gift reflects their commitment to preserving the art of boatbuilding and preparing the next generation of marine industry professionals.



2025 Crystal Coast Wine Expo



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TO: Carteret Community College Board of Trustees
FROM: Angela Hiley, Grants Coordinator
DATE: 1/05/26
SUBJECT: Board of Trustees 1/14/2026 Meeting

Carteret Community College Grant Status Report				
Grant Information		Grant Status		
Funding Organization	Purpose of Grant	Amount Requested	Application Submitted	Status
Firehouse Subs	First Responder Equipment	\$28,854.53	January 2026	Open
NC State & Local Cybersecurity Grant	Two firewalls & three-year support contract	\$98,982.24 (40% match)	November 2025	Open
Truist Foundation	WCCTT Capital	\$100,000	November 2025	Open
Ferguson	WCCTT Equipment	\$10,000	October 2025	Did not win
Dreyfus Foundation	WCCTT Equipment	\$15,393	October 2025	Open
NSF Advanced Technological Education (ATE)	Marine Trades – All Things Boat	\$471,443	September 2025	Open
Weyerhaeuser	WCCTT Equipment	\$28,107	September 2025	Did not win
Big Rock Foundation	WCTT Capital	\$500,000	August 2025	Awarded \$100,000
Philip L. Van Every Foundation	WCTT Capital	\$50,000	August 2025	Awarded \$50,000
USDA National Institute of Food & Agriculture	Workforce Training Academies for Aquaculture & Horticulture	\$649,886	September 2024	Did not win
NC State & Local Cybersecurity Grant	Cybersecurity modernization at Carteret CC	\$237,445 (30% match)	January 2025	Awarded \$166,211.64
Sea Grant Aquaculture Legal, Regulatory & Policy Grant	Compliance Software App for Oyster Farmers	\$176,498	January 2025	Open
Sea Grant Aquaculture Internships	Aquaculture internships/partnerships	\$251,024	January 2025	Open
NOAA – Fisheries Habitat Conversation Program	Building Capacity for Restorative Aquaculture & resilient Coastal Communities in Eastern NC	\$9,995,823	April 2025	Open
Total Fiscal Year Awards \$316,211.64				

TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Sr. Director, Operations and Facilities
DATE: December 29, 2025
SUBJECT: Board of Trustee Meeting January 14, 2026 – Facility and Operations Updates

- Workforce Center for Construction Trades and Transportation Technology:
 - Duke Energy relocated power to allow for continued service to MARTEC
 - Fiber relocation was completed
 - Daniels & Daniels Site work began with Tree removal, fencing, job trailer installation, and erosion control barriers.
 - NC State stormwater permit remediation is submitted and is under review.
 - Progress of Construction: Upon permit approval, building footings will begin February 1.
- Carteret CC One-Door (McGee Building): PHASE III
 - Asbestos Abatement was successfully completed in December
 - Progress of Construction: Notice to Proceed was issued for January 2, 2026 to GARANCO, Inc.
- McGee Pump Station
 - Bid Opening January 6th at 2:00pm
- Dental Program Renovation
 - New equipment install scheduled for January 8.
 - Progress of construction: walls are being painted, hanging doors and installing signage
- Other Fall Semester Projects
 - Completed Master Grounds and Landscape Plan - submitted for review and approval
- O&F Team:
 - O&F celebrated with a year end Christmas party and Secret Santa and also celebrated the retirement of Terry Murphy – with 20 years of service to Carteret Community College and 38 years of service to the State of North Carolina.
 - Energy and Conservation Measures a HUGE success: Jeremy Thompson submitted for the Duke Energy Rebate program for several of our equipment upgrades. We qualified by installing more energy efficient equipment and Duke rebated us \$21, 445.37!
 - Josh Long completed his pesticide training and passed the state exam – successfully obtaining his NC Pesticide License

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: January 5, 2026
SUBJECT: Board of Trustee January 2026 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Maintenance Tech II	David Stone	Re-advertised
Admin Assistant, Perm PT	New, Spa Services	2 nd Interview 1/9
Nursing Instructor – 10-month	Stephanie Westbrook	Interview 1/5
Financial Aid Coordinator	Ashley Hutson	Posting closes 1/14
Head Baseball Coach	New part-time	55 applicants under review
Head Cross Country Coach	New part-time	5 applicants under review
Head Soccer Coach	New part-time	22 applicants under review

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

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

Employee Headcount and Turnover

December Payroll Headcount	December Turnover	FY26 Turnover	Historical Turnover
F/T Perm Faculty	65	1.76%	7.02%
F/T Perm Staff	103		FY25: 12.99%
P/T Perm Faculty	0		FY24: 13.75%
P/T Perm Staff	2		FY23: 13.11%
Total Perm	170		FY22: 16.36%
Total Payroll	343		FY21: 14.57%
			FY20: 10.91%

Recent Employee Departures

Name	Position	Date
Patricia Janssen	Finance & Administration Coordinator	12/12/25
Amy Snider Wells	Director, Public Safety	12/31/25
Terry Murphy	Facilities Special Projects Manager	12/31/25

Other Accomplishments: 4th & 5th sessions of Carteret CC's Emerging Leaders Academy; significant Colleague updates to reflect organizational changes over the fall semester (new departments resulting in new position codes added and assigned) – project approximately 70% done.

TO: Carteret Community College Board of Trustees
FROM: Curtis Gillikin, Director Campus Information Technology
DATE: January 5, 2026
SUBJECT: Board of Trustee January 2026 Meeting

Highlights, Initiatives, and Projects Completed November 2025

- Relocated employee IT equipment in preparation for McGee One Door phase 3 construction
- Worked with AVI/SPL to repair AV equipment in CMAST 406 and Wayne West
- Provided IT and AV support for
 - November 5th North Carolina Coastal Counties Fisheries Coalition meeting
 - November 13th-15th NCACTE-T&I Fall Conference
 - November 18th Dallas Herring Lecture live stream in Joslyn Hall
 - November 18th Foundation "Navigating Economic Currents: Insights for 2026 Business Planning" event
 - November 19th NC Works Commission Conference
 - November 19th Foundation RASP training
- Presented and assisted with hosting at NC3ADL Fall conference on November 5th-6th
- Removed 2020 CE1, CE2, CE3 courses from production site of Moodle LMS to reclaim resources in alignment with retention schedule in preparation for spring semester course creation
- Completed deployment of latest batch of new employee laptops
- Renewed and replaced server TLS certificates
- Updated equipment at Fort Benjamin Park Recreation Center and Western Carteret Library
- Updated primary course shells/templates (approximately 240 courses) in the LMS for the upcoming spring semester
- Submitted FY25 State and Local Cybersecurity Grant (SLCGP) application
- Completed all course builds in the LMS for the upcoming spring semester including alignment with the new One-Door organizational structure

Highlights, Initiatives, and Projects Completed December 2025

- Completed setup for the Evergreen Integrated Library System (ILS); This involved configuring single sign-on (SSO) for the application and configuring a recurring report to keep user data current in the ILS
- Provided IT/AV support for:



- December 3rd CNA Graduation
- December 12th Employee Holiday Party & Brunch
- December 18th Spa Services Pinning Ceremony
- December 19th BLET Graduation
- December 19th Fire Academy Graduation
- Deployed latest version of Examplify on all Nursing testing lab computers
- Updated email addresses on the college website employee directory in preparation for the retirement of proxy/vanity/alias email addresses
- Assessed and organized cabling and IT equipment in the Smith building to prepare for new tenants from Carteret County Parks & Recreation
- Buried fiber optic cabling connecting the Big Rock Career Center was relocated to accommodate construction of the Workforce Center for Construction and Transportation Trades
- Buried fiber optic cabling was installed from the Big Rock Career Center to the Dental Assistant building
- Completed classroom AV upgrades in Bryant rooms 203, 208, and 212
- Hosted a site survey to gather data necessary for evaluating options for the college printer contract

IT Help Desk Tickets Resolved in November: 283

IT Help Desk Tickets Resolved in December: 302



Attachment 12

TO: Carteret Community College Board of Trustees
FROM: Andrea Cole, Chair – Faculty Executive Committee
DATE: 1/6/2026
SUBJECT: FEC Meeting notes

The Faculty Executive Committee held its most recent meeting on November 14, 2025, with 14 members in attendance.

Highlights:

- Things are moving along to get our FEC by-laws updated. At our last meeting in November, we had our first read of the revision. Second read and voting will occur at the January meeting.
- The 5-minute Tips and Tricks segment has been well received, covering topics such as efficiently updating assignment and quiz dates in Moodle, improving course accessibility, and enhancing student engagement. One instructor even demonstrated using Google Notebook to create podcasts.

TO: Carteret Community College Board of Trustees
FROM: Marley Ward, SGA President
DATE: January 6th, 2026
SUBJECT: Board of Trustees January 14 Meeting

Happy New Year! As we begin the Spring 2026 semester, the Student Government Association is proud to reflect on the momentum we built in December and excited to continue fostering campus engagement through our events and collaboration. Below is a summary of our recent activities and upcoming initiatives.

December Recap

Love on a Leash – December 3rd

Students enjoyed a stress-free event with therapy dogs on campus, coordinated with Love on a Leash. This mental health initiative was well-received and appreciated during the final week.

Basketball Game Day – December 4th

Winter Wonderland Party – December 10th

Our end-of-semester celebration featured:

- Hot drink bar (cocoa, cider, tea)
- Ornament painting and snowflake making
- Popcorn, cookies, and other treats
- Photo Booth, karaoke, and a mocktail bar.
- Chick-fil-A, and pizza while supplies lasted

This event brought together over 150 students and staff.

Morehead City Christmas Parade – December 13th

SGA took part in the town parade with a decorated float and student volunteers, representing Carteret CC with pride and school spirit.

Upcoming January Activities

Welcome Week Activities:

- Wednesday, January 7th: **Hot Cocoa, Cookies & Connections** – offering free hot cocoa, cider, and cookies while creating opportunities for informal connection and engagement.



- Thursday, January 8th: **Pizza, Planners & Pens – Always** This popular event supported student goal setting and organization by providing pizza, academic planners, and pens in a fun, high-traffic campus environment.
- Monday, January 12th: **Nacho Average Spring** – a catered nacho event provided by Nacho Restaurant in Atlantic Beach, encouraging community building and campus involvement.
- Tuesday, Jan 13th: **Semester Success Kits + Popcorn & S'mores Social** – providing students with organizational resources while creating a welcoming space to connect, recharge, and start the semester successfully.
- Wednesday, Jan 14th: **Kraken Calm: Relax & Reset Lounge** – offering students a calm, welcoming space to relax, de-stress, and reset during the first week of classes.
- Thursday, Jan 15th: **New Year, New Semester - Vision Boards** – vision board activity designed to encourage reflection, goal setting, and motivation for the new semester.

MLK Day of Service – Friday, January 19th

SGA will honor Dr. King's legacy by volunteering at the Carteret County Humane Society, supporting community service, and environmental care. We will be volunteering on January 19th from 8:30 am to 10:30 am. There will be a donation box outside the SGA office in the Bryant Student Center for anyone who would like to donate to the shelter.

Bracelet Make and Take – Wednesday, January 21st

Mario Kart and Mac n Cheese Game Day – Monday, January 26th

Monthly Senate Meetings

Starting this semester, SGA Senate Meetings will occur on the last Wednesday of every month from 11 am –12 pm to better align with student schedules. These meetings are always open to all faculty, staff, and students.

Community College Legislative Assembly – January 23-24 SGA representatives will travel to Raleigh for the Community College Leadership Academy (CCLA), where we will connect with other NC SGA chapters and meet with members of the General Assembly.

Clubs and Grub – Tuesday, January 27th

Our first campus-wide involvement fair of the semester. Students can explore clubs, grab food, and find ways to stay connected throughout the semester.

SGA stays committed to serving the student body through inclusive and engaging events. We thank the Board of Trustees for continued support and collaboration as we begin a promising new semester.