



TO: All Members of the Board of Trustees
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, June 11, 2025, at 9:00 a.m., Foundation Boardroom

<u>AGENDA</u>		
I.	* CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.	FOUNDATION CHECK PRESENTATION A. Michael J. Smith Teacher Preparation Scholarship	Chair Darden
III.	* APPROVAL OF AGENDA	Chair Darden
IV.	* APPROVAL OF MINUTES (May 14, 2025 Attachment 1)	Chair Darden
V.	CHAIR REPORT	Chair Darden
VI.	NEW EMPLOYEES 1. Terri Van Sickle	Chair Darden Mrs. Doree Hill
VII.	PRESENTATION A. Commercial Fishing Program	Chair Darden Mr. Harker, Mr. Scott Leahy
VIII.	NEW BUSINESS * A. Consideration of July Meeting	Chair Darden
IX.	ONGOING BUSINESS * A. Strategic Plan	Chair Darden, Dr. Mancini
X.	COMMITTEE REPORTS A. Finance * 1. Annual Budget Continuing Resolution 2. First Read Debt Collection Policy 7.14, Finance Policies 7.1, 7.2, 7.3, 7.4, 7.6, 7.7 & 7.12 B. Nominations 1. Recommend Slate of Officers 2025-2026 C. Personnel, Policies, & Bylaws 1. Review Board Self-Assessment	Chair Darden Trustee Dee Meshaw Trustee Wrenn Johnson Chair Darden, Trustee Hooper
XI.	OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 2,3,4,5,6,7,8,9)	Chair Darden Trustee Hooper Dr. Mancini
XII.	BOARD COMMENTS	Chair Darden/Trustees
XIII.	* ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATE	EVENT	TIME	LOCATION
June 19, 2025	Taste of The South	6:00 p.m.	HCAC
July 3 & 4, 2025	July 4 th Holiday, School closed		
July 18-July 26, 2025	18 th Annual Spanish & King Mackerel Fishing Tournament		



Attachment 1

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

May 14, 2025

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 May 14, 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
Mr. Mort Congleton
Mrs. Melodie Darden, Chair
Mr. Bill Henderson
Mrs. Penny Hooper
Mrs. Dee Meshaw (via Zoom)

Mrs. Rosa Langston
Mrs. Kelly Marek
Dr. Wrenn Johnson, Vice Chair
Mrs. Catherine Parker
Mr. Doug Starcke
Mr. Will Rogers

SGA Present

Ms. Jenny Maldonado-Castro, 2024-2025 SGA President

Administration and Staff Present

Dr. Tracy Mancini	President
Dr. Maggie Brown	Vice President, Instruction & Student Support
Mr. Perry Harker	Vice President, WCE
Mrs. Cindi Goodwin	Senior Director, Operations & Facilities
Mr. Scott Lane	Vice President, Finance & Administrative Services
Mr. Curtis Gillikin	Director, Campus Information Technology
Mrs. Amanda Bryant	Senior Director, Human Resources
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
Mr. Jonathan Tyndall	Senior Director, Institutional Effectiveness
Mr. Jeff Goduti	Director, Business Operations
Ms. Brandi McCullough	Grants Coordinator
Mr. Eric Morgan	Shipping & Receiving/Fixed Assets Coordinator
Ms. Pam Olsson	Purchasing Agent
Ms. Lynn Owens	Payroll Accountant
Ms. Teresa Terrell	Accounts Receivable Technician
Ms. Donna Scriven	Accounts Payable Technician
Mrs. Sharon Brake	Fund Five Implementation Coordinator



Ms. Antoinette Norris	Cashier
Mr. Rick McCormac	Director, Workforce Training
Ms. Renee Hester	Security Officer
Mr. Kevin Pegram	Security Officer

Guests Present

Ms. Cheryl Burke	Reporter, Carteret County News-Times
Ms. Erin Derry	Communications Manager, Mohring Group Veneer Tech
Mr. Lukas Weygoldt	Division Manager, Mohring Group Veneer Tech
Mr. Dave Boliek	State Auditor, North Carolina Office of the State Auditor
Mr. Kyle Reeves	Senior Manager, North Carolina Office of the State Auditor
Ms. Christina Godard	North Carolina Office of the State Auditor
Mr. Jackson Lohrer	Executive Assistant, North Carolina Office of the State Auditor
Mr. Brent Woodcox	North Carolina Office of the State Auditor
Dr. Zach Barricklow	Associate VP for Strategy and Rural Innovation, NCCCS & Liaison for Rural Engagement and Research, Belk Center

II. FOUNDATION CHECK PRESENTATION

Chair Darden welcomed Ms. Erin Derry, Communications Manager, and Mr. Lukas Weygoldt, Division Manager at Mohring Group Veneer Tech.

Chair Darden said Mohring Group Veneer Tech remains a dedicated supporter of Carteret Community College, continuing its commitment to local education and workforce development. She said for the second consecutive year, the leadership team and associates at Veneer Tech had generously donated \$5,000 to support workforce scholarships at Carteret Community College. Chair Darden said Veneer Tech has provided more than \$29,000 in support of Carteret Community College students and programs since 1999, making a lasting impact on the community.

III. APPROVAL OF AGENDA

Chair Darden presented the May 14, 2025, agenda for approval by the Board.

Trustee Will Rogers motioned to approve the May 14, 2025, agenda. Trustee Mort Congleton seconded the motion. The motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

Chair Darden presented the April 9, 2025, minutes for approval by the Board.

Trustee Mort Congleton motioned to approve the April 9, 2025, minutes. Trustee Kelly Marek seconded the motion. The motion passed unanimously by voice vote.

V. CHAIR REPORT

Chair Darden said as the end of another academic year drew to a close she wanted to thank Dr. Mancini and Ms. McMahon for keeping trustees so well informed. She said she particularly appreciated the weekly texts listing upcoming events and detailed committee and board meeting minutes. Chair Darden thanked Trustees Henderson, Starcke, Parker, Marek and Rogers for attending the firing range on April



16, 2025. Range Instructor Shane Wells led the group on a tour of the facility. She thanked Trustees Parker, Hooper and Meshaw for joining her to meet Congressman Greg Murphy as he toured the CMAST building on April 22, 2025. Chair Darden said she took part in the VIP check-in at Celebration on the Sound on April 25, 2025, and she thanked everyone involved in the event for a job well done. She thanked Trustee Marek for her work as the strategic plan liaison and Trustees Parker and Meshaw for their support at Dr. Mancini's budget presentation to the county commissioners on April 28, 2025. She said there were two luncheons at the Hospitality and Culinary Arts Center on May 1, 2025, one of which was the Retiree Luncheon and she thanked Trustees Henderson, Rogers, Marek, Langston, and Hooper for joining her in attending.

Chair Darden said the highlights for the month had been awards night and graduation. She said seeing student success at awards night was so powerful and she also presented the Dr. Joseph T. Barwick Civic Award to Mrs. Mary Duane Hale and surprised Mrs. Ann Whitford with the Order of the Long Leaf Pine. Attending at awards night with Chair Darden were Trustees Hooper, Rogers, Johnson, Marek. Chair Darden said Ms. Maldonado-Castro's address at graduation was wonderful and she wished her all the best as she transitioned to UNC Chapel Hill in the fall. She said attending with her at graduation were Trustees Hooper, Johnson, Marek, Parker and Rogers. Chair Darden congratulated Trustee Henderson. She said he was not at graduation as he was in Chapel Hill to celebrate his son graduating from law school.

Chair Darden reminded trustees that the Foundation hosted lecture on AI was scheduled for May 15, 2025, in Joslyn Hall and Taste of the South would take place on June 19, 2025, at the Hospitality and Culinary Arts Center.

VI. NEW BUSINESS

1. Audit Report

Chair Darden introduced State Auditor Mr. Dave Boliek. Also in attendance from The North Carolina Office of the State Auditor were Mr. Kyle Reeves, Ms. Christina Godard, Mr. Jackson Lohrer, and Mr. Brent Wilcom. Mr. Boliek said he was privileged to be at the meeting and acknowledged the importance of the work of the board. Mr. Boliek spoke broadly about his office and the role of The North Carolina Office of the State Auditor. Mr. Boliek said there were no issues with the Carteret CC audit and he introduced Ms. Christina Godard to discuss the audit in more detail.

Ms. Godard utilized a PowerPoint presentation to address the key factors in the College audit. She said the audit was limited to the financial statements and the Office of the State Auditor issued an unmodified opinion, stating the financial statements were presented fairly in all material respects.

Trustee Henderson said it was good for the board to see the auditors in person. Dr. Mancini said the audit experience had been a good one and Ms. Godard had been a pleasure to work with. Ms. Godard said though Mr. Scott Lane and Mr. Jeff Goduti were both relatively new in their roles, it had been a very smooth audit. She said the audit team was always available for questions and shared her contact information with the board. She confirmed that College audits are mandated by statute to take place every other year.

Trustee Rogers asked how often audit findings were recorded at community colleges. Mr. Boliek said recent findings at a community college related to p-card mis-use. He reminded trustees that the auditor



is looking for material misstatements. If errors in accounting or incorrect processes are noted that are not material, the auditor will address those with the respective college. He said the Office of the State Auditor has a tip line for reporting incidents of fraud, waste or abuse and a process in place to address tips received. Mr. Boliek said that since taking office in January 2025, he had expanded the investigative division of the audit office from two to twelve staff.

2. Strategic Plan 2025-2030

Dr. Mancini introduced Dr. Zach Barricklow, Associate Vice President for Strategy and Rural Innovation at the North Carolina Community College System and Liaison for Rural Engagement and Research at the Belk Center for Community College Leadership and Research. She said Dr. Barricklow had been working with the College to support the strategic planning process. She recognized Trustee Marek for her contributions to the strategic plan both as board liaison and as an expert in the LEAN methodology, advocating for a set of management practices that improve efficiency and effectiveness. She also recognized Mr. Jonathan Tyndall, Senior Director Institutional Effectiveness, as the lead staff member in the 2025-2030 strategic plan process.

Dr. Mancini said the College was bringing the draft 2025-2030 strategic plan to the board as a first read. She said the plan represents the College goals. Staff would formulate an implementation plan and report back to the board annually on the results. Dr. Mancini said the board would vote on the plan at the June meeting. Dr. Mancini added that Dr. Barricklow's services had been made available at no cost and represented incredible value to the College.

Dr. Barricklow thanked Chair Darden and Trustee Marek and complemented the College executive leadership. He said the team was great to work with and very intentional about how they engaged in the process. Mr. Tyndall acknowledged the strategic plan co-leads.

Dr. Barricklow and Mr. Tyndall presented the draft 2025-2030 strategic plan to the board as a PowerPoint presentation. Discussion followed. A mock-up of the strategic plan document was distributed to trustees for review. She said the four strategic directions laid out in the mock-up document were as presented by Dr. Barricklow and Mr. Tyndall. Trustee Hooper said the 2022-2025 strategic plan addressed inclusion and she wanted to see that continue. Mr. Tyndall said inclusion could always be tracked from student data and reporting was required by SACSCOC. Dr. Mancini and Dr. Barricklow drew attention to the first statement of the 2025-2030 plan which states "An excellent place of learning for all."

Trustee Langston said she thought it was an excellent document. Trustee Brady thanked all who had worked on the plan and raised the question of whether the value statement should identify the service region as wider than Carteret county. Dr. Mancini said the steering committee would be asked to consider replacing "Carteret" with "Eastern North Carolina" when it reconvened on May 20, 2025. Trustee Starcke said the plan was a little wordy and if he were to offer critical advice, it would be directed to the Vision and Values area where the language might be condensed. He suggested using an acronym to represent the College values. Chair Darden asked for confirmation that the mission statement had not changed, stating it was an excellent mission statement. Chair Darden questioned what appeared to be missing information on the mock-up plan document. Dr. Mancini confirmed the mock-up was a draft incomplete document.

Dr. Barricklow thanked trustees for their engagement and said he would appreciate any feedback to the System office. He said it was important for the System to work closely with colleges to be of use and he was passionate about the System being out in the field.



VII. PRESENTATION

A. Finance & Administrative Services.

Mr. Scott Lane gave an interesting and informative presentation on Finance and Administrative Services, detailing those departments under him and noting Financial Aid moved under the Finance & Administrative umbrella in April 2025. He gave a broad overview of the 2025-2026 budget and introduced members of his team. Mr. Lane gave special recognition to Mrs. Brenda Long for over 30 years of service to the College and congratulated her on her upcoming retirement.

VIII. COMMITTEE REPORTS

A. Finance Committee

1. County Capital Budget

Chair Darden offered condolences to Trustee Meshaw, Chair of the Finance committee, for being unwell and losing her voice and asked Dr. Mancini to update trustees on committee activity. Dr. Mancini said the Finance committee met on April 1, 2025. The committee approved the operating budget at that time but the committee asked College staff to provide more information for the capital budget and to present the capital request at a later date. The 2025-2026 capital budget was represented to the Joint Buildings and Grounds and Finance committee on April 21, 2025, and approved by the Finance committee. Dr. Mancini said she presented the College budget request to the County Commissioners at their workshop on April 28, 2025. Dr. Mancini said her presentation for the capital request included photos of equipment in need of repair or replacement and she received constructive feedback from Commissioners. Dr. Mancini said the College was required to submit the capital budget to the County for consideration by May 16, 2025.

Chair Darden said the Finance committee brings a motion to the full board to approve the College's county capital request for \$1.75 million for the 2025-2026 fiscal year. The motion passed unanimously by voice vote.

2. Finance Policies.

Dr. Mancini proposed that the first read of the revised debt collection policy and additional finance policies be deferred until the June 2025 board meeting. All concurred.

B. Buildings & Grounds Committee

1. Workforce Design Updates

Trustee Henderson, Chair of the Buildings and Grounds committee, said the Joint Buildings and Grounds and Finance committee met on April 21, 2025, and reviewed updated elevations and floorplans from Daniels & Daniels Contractors and Mosely Architects for the Workforce Center. Trustee Henderson invited trustees to view those plans as displayed on the conference room monitor. Discussion followed.

Trustee Rogers asked if there would be a capital campaign for the Workforce Center. Dr. Mancini said there would not be a capital campaign as such but she and Ms. Reash were formulating a targeted fundraising campaign.



Trustee Henderson said a motion comes from the Buildings and Grounds committee to proceed with the preliminary design for the Workforce Center so the Design-Build team can prepare the Schematic Design and Design Development documents for State Construction Office review. The motion passed unanimously by voice vote.

2. One Door Phase II

Trustee Henderson said the Buildings and Grounds committee also discussed Phase III designs for the One-Door renovations of the west hall of McGee to build an improved, updated, and more welcoming Admissions and Registration area for current and prospective students, including curriculum and continuing education. Staff requested approval to move forward with a Request for Proposals (RFP) for the work to receive bids to get a clearer sense of actual cost. Work would start once funds were secured. The Buildings and Grounds committee approved a motion to issue the RFP for McGee One-Door Phase III using the existing Smith Sinnett designs.

Trustee Henderson said a motion comes from the Buildings and Grounds Committee for staff to publish a Request for Proposals (RFP) for McGee One-Door Phase III, based on the design work already completed by the Open-End Designer, Smith Sinnett. The motion passed unanimously by voice vote.

Trustee Starcke left the meeting at 10:58 a.m.

C. Curriculum and Student Support Committee

1. Course Fees

Trustee Langston, Chair of the Curriculum and Student Support committee, said the committee met on May 1, 2025. The committee reviewed proposed fees for Curriculum and Workforce Continuing Education programs and Live Projects for the 2025-2026 academic year. Trustee Langston asked trustees to review the fee schedule and invited questions. Trustee Langston reminded trustees that proposed fee schedules and course changes were reviewed and approved by the College Curriculum Review committee before presentation to the Curriculum and Student Support committee.

Trustee Langston said the Curriculum and Student Support committee voted unanimously to approve all of the proposed fees. She said the committee was bringing the following motions to the full board for a vote:

A motion to approve the proposed 2025-2026 Curriculum course fees. The motion passed unanimously by voice vote.

A motion to approve the proposed 2025-2026 Workforce Continuing Education course fees. The motion passed unanimously by voice vote.

A motion to approve the proposed 2025-2026 tuition and school fees.

Dr. Mancini said the student activity fee had been increased in line with a prior year increase permitted by the System office. The approved increase could be applied at the discretion of each individual college. She said the additional fees would go towards the athletics program.

The motion passed unanimously by voice vote.



2. Diesel Program

Trustee Langston said the committee also discussed the termination of the Diesel and Heavy Equipment Program AAS A60460, due to a lack of alignment with local needs. She said local employers are reporting a greater need for Light Duty Diesel training. The College can create a Light Duty Diesel certificate from the existing Automotive Technology Curriculum program to satisfy that demand. She said all current Diesel and Heavy Equipment students have completed their programs, so there is no need for a teach-out. Trustee Langston invited any questions.

Trustee Langston said the Curriculum and Student Support Committee brings a motion to the full board to terminate the Diesel and Heavy Equipment Program effective immediately. The motion passed unanimously by voice vote.

3. Live Project Fees

Trustee Langston said the committee reviewed and approved the Live Project fees. She invited any questions. Trustee Henderson asked about \$50 fee associated with the Associate Degree Nursing program. Dr. Brown said the fee was for consumables used. Trustee Rogers commented that most people won't know many of the programs exist and questioned if the services could be advertised. Dr. Brown said that is not practical as a program can only offer services that align with the stage of the class at any one time. Trustee Langston noted that employees are offered discounts on many of the services offered by Spa Services.

Trustee Langston said the Curriculum and Student Support Committee brings a motion to approve the 2025-2026 Live Project fees. The motion passed unanimously by voice vote.

Trustee Langston said the College was awaiting news on SB 754 before proceeding with work on the 2027-2028 calendar. She said the bill proposes new options for public school start dates which the College typically takes into consideration when setting the College calendar.

D. Personnel, Policies & Bylaws

Chair Darden invited Trustee Hooper, Chair of the Personnel, Policies & Bylaws committee to address trustees. Trustee Hooper said the 2024-2025 Board of Trustee Self-Assessment Survey would be sent out after the board meeting. She asked all trustees to complete the survey by the May 28, 2025, closing date.

IX. OTHER REPORTS

Foundation Liaison

Trustee Congleton reported that 100% giving had been achieved by the Foundation Board of Directors and all but one of the trustees had contributed to the Foundation. He said approximately 850 tickets were sold for Celebration on the Sound, registration was open for the Spanish and King Mackerel Fishing Tournament starting on July 18, 2025, and 84 guests were registered to attend the AI lecture in Joslyn Hall on May 15, 2025. He said at that time 10 tickets were left for the MasterChef viewing party hosted by the Foundation and Crystal Coast Corks and Forks on May 21, 2025, at the Hospitality and Culinary Arts Center.



Trustee Congleton said Ms. Brenda Reash and her team were doing an outstanding job and he invited all around the table to consider their connections and how they might use those connections for fundraising.

President's and Executive Leadership Council Reports.

Dr. Mancini said she had been very happy to welcome Senator Norman Sanderson at awards night. She said Commissioner Mark Mansfield was also in attendance as his daughter received an award. Dr. Mancini said 160 students walked at graduation and 267 students completed a degree, diploma or certificate. She added that Mr. Harker reported more than 700 Workforce Continuing Education certificates had been awarded this year. She said Mr. Dexter Williams was a terrific speaker.

Dr. Mancini asked trustees to review Mrs. Amanda Bryant's report. She said the report showed that 13 employees had been promoted internally this year. She said that prior to this year that number had never exceeded seven. Dr. Mancini said this was a very exciting statistic.

A. Student Government Association Report.

Ms. Maldonado-Castro said the re-opening of the Veteran Student Success Center was celebrated on April 23, 2025. She said the SGA hosted an end of semester Luau on April 20, 2025. She said the SGA officers for the 2025-2026 academic year had been elected and a celebratory lunch was scheduled for today, May 15, 2025. Ms. Maldonado-Castro said she sent out a campus-wide farewell email and had especially enjoyed working with Ms. Okun at the end of the semester attending various pinnings and graduations to take pictures of graduates. Ms. Maldonado-Castro said she will attend her final board meeting in June. Dr. Mancini said Ms. Maldonado-Castro was a great asset to the College and would be missed.

Chair Darden invited Board comments.

X. BOARD COMMENTS

Trustee Henderson said he attended the Retiree Luncheon on May 1, 2025, at the Culinary and Hospitality Arts Center and said the event was very well done.

Trustee Congleton said he was sorry to have missed awards night and graduation but he and his wife had covid and unfortunately also missed his granddaughter's graduation in Radiography from Wake Tech.

Trustee Meshaw (via Zoom chat) said the meeting had been a good one. She congratulated all the graduates. She said the presentations had been good and she congratulated the Finance team on a clean audit.

Trustee Marek said lots of good information was shared during the meeting. She said she liked the Finance and Administration presentation and liked the process for developing the new strategic plan, saying it would be very useful going forward.

Trustee Parker said she appreciated the in-person audit report and the opportunity to put faces to names. She said as a member of the Finance committee she appreciated meeting the auditors and also the Finance and Administration presentation. Trustee Parker said Dr. Mancini did a phenomenal job



presenting the College budget to the county commissioners on April 28, 2025, and the College was lucky to have her.

Trustee Hooper agreed with previous comments. She said she enjoyed the Retiree Luncheon and thought it a great opportunity for Ms. Reash to appeal for the Foundation. She said she had no idea Mr. Lane did so much and she thanked him for his efforts. She said the Conservation Committee Earth Day event had not been especially well attended but believed those who were there appreciated it. She said the Conservation Committee is a strong committee.

Trustee Rogers said awards night and graduation were both excellent events.

Ms. Maldonado-Castro agreed with previous comments. She thanked Mr. Lane and all his staff for what they do for the College.

Trustee Brady said it had been a good meeting. He said recurring statements including those from the auditors and Dr. Barricklow mentioned how good interactions were with College staff and the College and he thanked Dr. Mancini and her team for their good work.

Trustee Johnson said she had enjoyed the Finance and Administration team member introductions. She said she was a fan of strategic plans and glad to learn there would be structured implementation plans. She said she was happy to see succession planning and internal promotions.

Trustee Darden thanked Mr. Lane for his presentation.

XI. ADJOURNMENT

There being no further business, Trustee Parker motioned to adjourn at 11:23 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

May 20, 2025

Melodie Darden, 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: June 4, 2025
SUBJECT: Board of Trustees June 11, 2025, Meeting

The image of the month (right) is from the ribbon-cutting at the College's new "home" for the **Crystal Coast Fire Academy at Beaufort Fire Station 2** on Hwy 101. The Chamber of Commerce-sponsored event allowed us to properly christen the mobile unit that will serve as the first dedicated classroom space the program has had since its inception in 2008. Since that time more than 150 new firefighters have come out of the Academy to serve Carteret County and beyond. Thank you, Town of Beaufort and Beaufort Station 2 Chief Tony Ray, for your support and partnership.



The Carteret **County Commissioners passed a 2025-2026 budget** this week that is very supportive of Carteret Community. We are grateful for the 5.4% increase in operating budget and 70% increase in capital budget that will allow the College to pursue One-Door renovations and deferred maintenance in the McGee Building in the coming year.

Dr. Brown and I attended a signing event at UNC Wilmington to mark our participation in an inaugural **STEP-In** program to expedite teacher training. Six community colleges will be able to offer students streamlined transfer so they can seamlessly complete their bachelor's degree in education at UNC Wilmington online while interning in Carteret County.

Kudos to VP Harker and his team for achieving **21% growth in Workforce Continuing Education** enrollments in Spring 2025 compared to Spring 2024. Thanks also to Mr. Harker and Scott Leahy for launching a **boat-building academy** for 7 work-release-eligible individuals at Carteret Correctional Center. For the month of June, these individuals will come to MARTEC from 8 to 4:30 to learn boat-building and employability skills, and to hear from motivational speakers. Our partner in developing the curriculum, Parker Offshore, will interview and consider hiring any successful completers. The superintendent at Carteret Correctional Center seeks to make this a model program than can be replicated across the state.

The **internal promotion** number for 2024-2025 is at 17, which far exceeds the average of 7 or fewer this past several years. We take this trend to be an inspiring piece of news about professional growth opportunities and employee retention strategies in our region and state.

Genuine thanks to faculty and staff who made our **graduation season** such a success. From those who organized the events to those who prepared students to walk and those who set up and cleaned up, we are grateful for your commitment to student learning and success.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 6/2/25
SUBJECT: Workforce and Continuing Education June Board Report

The College and Career Readiness Department held its Graduation ceremony on May 7, 2025. It was a very inspirational event. More than forty students participated and received either their Adult School diploma or their High School Equivalency (formerly known as the GED) certificate.

We celebrated with a pinning and graduation ceremony for students who completed the Crystal Coast Fire Academy, Massage Therapy II, Phlebotomy, and Manicurist II programs.

Held graduation and pinning ceremony for students completing the Nursing Assistant I and II classes. More than forty students completed this training, with many of the graduates indicating that they will enroll in additional allied health programs, while others have already received employment offers.

We celebrated the graduation of students completing the Masonry, Horticulture/Landscaping, and High School Equivalency courses at Carteret Correctional Center. The center allows the families of the students to attend; it is always a wonderful celebration.

A requirement of the Corporate and Community Education internal accountability plan is to report a summary of the internal audit results to the Board of Trustees. For Fall 2024 and Spring 2025, all staff members exceeded the required visitation percentages and found class meetings as scheduled, with good attendance.

Kudos to the Workforce and Continuing Education team for an excellent spring semester. We experienced a 21% increase in full-time equivalent (FTE) enrollment for the spring semester.

The Big Rock/NCWorks Career Center team participated in the Employment and Independence for People with Disabilities Transition Fair at West Carteret High School on May 21, 2025. The goal was to raise awareness about the no-cost services and resources available to individuals and employers throughout Carteret County.

Life Enrichment will be offering two guitar classes this summer. One class for beginners will be held in Joslyn Hall on Monday mornings, and another class, Improvisational Guitar, will be held at Carolina Home and Garden in the courtyard. In addition, the class "Christmas in July" with Gingerbread Houses will be offered in late July, led by Chef Karrin Millis.

The NCWorks Career Center Team is currently collaborating with several employers, including Pruitt Health and Walmart, among others, to coordinate upcoming on-site hiring events at the Career Center.

The Nurse Aide Program has forty students enrolled in the summer semester for CNA I classes. We have added two new clinical sites – Brookdale and Embassy at Morehead. Adding the new sites will increase students' options for more diverse exposure to healthcare settings during clinical rotations.



Jeffrey Floyd, CNA graduate and current ADN student, won the NC SkillsUSA CNA contest and is headed to Atlanta, June 23 -28, 2025, for the National Contest.

The Surgical Tech program will begin its second semester on June 2nd. This course will focus on completing the clinical requirements and preparing for the National Center for Competency Testing (NCCT) certification exam. Students are prepared for their clinical rotations and working towards their clinical case requirement of 125 scrubbed surgeries. The partnership with Carteret Health Care as the primary clinical site has fostered an encouraging and learning environment for the students. Two students are in their last week of the first level of the NC Apprenticeship program. They will transition to the second level next week, and the third level is scheduled to start in August 2025.

The Summer Term classes at Carteret Correctional Center began with twelve students each in the Horticulture/Landscaping and Masonry classes.

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TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 06/02/25
SUBJECT: Board of Trustee 06/11/2025 Meeting

- At the time of this meeting, we will be in our third week of summer classes. Just before the census date, we have filled 1,396 seats this summer, about 50 seats over Day 1 from last summer. We are now turning our admissions and registration focus to Fall enrollment.
- On May 29th, we held our inaugural Engineering Night. The public was invited to learn more about our Associate in Engineering and the transfer opportunities to the UNC schools of engineering. We had a panel of graduates and professional engineers from Arendell Engineers, NCDOT, McGill Associates, Google, International Paper, Parker Offshore, and FRC East come share their experiences and answer questions about their work. Five universities attended and held break out room sessions on their engineering specializations: Western Carolina, UNC Charlotte, ECU, NCSU, and NC A&T. We estimate that we had around 60 attendees. We are already planning what to tweak next year to build on this successful first event.
- Dean of Applied Sciences Nicole Thompson applied and was awarded a CTE Leadership Project grant. The \$24,400 award will fund her project entitled Navigating the Shift: Preparing Industry Experts for Community College Roles. The funding will support a 7-month New CTE Instructors' Academy designed for new faculty transitioning from industry to academia. As a pilot initiative, we aim to partner with two similarly-sized regional colleges. The academy will feature in person and virtual meetings focusing on Classroom Management, Syllabus Development, Professionalism as an Educator, Instructional Strategies, Assessing Learning, Curriculum Development, and CTE Student Organizations and Professional Organizations.
- In the fall, we will complete our goal of having face to face offerings at all three local high schools by teaching two classes from our Information Technology pathway on the campus of East Carteret High School. I have previously shared that we are adding Spanish 111 along with our Welding courses at Croatan High School, and we will continue to offer IT classes at WCHS.
- Please come out and support the Taste of the South Dinner on June 19th. Tickets are still available through the Foundation website. The dinner is a partnership between our Black History Committee and Culinary Arts program to raise scholarship funds and to celebrate Southern culture through cuisine, community, and scholarship. Having scholarship funding removes barriers for our students and allows new programs to thrive, like Food Service Technology's first cohort of adult students who completed successfully in the spring.
- Keep our seven Skills USA state champions in mind as they compete at the national conference in Atlanta June 23rd-27th. Now that we are a Gold Chapter of Excellence, our reputation proceeds us on the national stage! We will be competing in Mobile Electronics, Culinary, Baking and Pastry, Marine Services, Information Services Technology, Customer Services, and Nurse Assisting.

TO: Carteret Community College Board of Trustees

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

DATE: June 2, 2025

SUBJECT: Board of Trustees June 11, 2025 Meeting

Finance & Administration Highlights

- We continue working towards the end of the fiscal year. By effectively managing the state budget this year, the College has been able to purchase most of the equipment requests for next year in this year's fiscal budget.
- The College has signed on with FundFive's Clarity Software, which is a budget software that will allow campus budget managers to make budget adjustments and request budget for the next fiscal year. In addition, Clarity simplifies reporting allowing budget managers and administration to better understand their budgets.
- The College will be hosting a "yard sale" on July 22 & 23 to unload supplies and equipment that are no longer needed. The yard sale will be advertised in July with information about what items will be available to purchase.
- Finance & Administrative staff are working on training material that will be presented to campus managers and supervisors in early July. Topics covered will include budgets, purchasing guidelines, purchasing card guidelines, travel procedures, and grant procedures.

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	\$ 4,078,682	\$ 3,290,194	80.7%	\$ 517,075	\$ 721,753	139.6%	\$ 311,291.24	\$ 159,814.00	51.3%	\$ 4,907,048	\$ 4,171,761	85.0%
2XX Curriculum Instruction	7,285,633	6,660,344	91.4%	-	-	0.0%	796,351	1,020,752	128.2%	8,081,984	7,681,096	95.0%
3XX Continuing Education	2,697,047	2,073,926	76.9%	-	-	0.0%	310,662	187,323	60.3%	3,007,709	2,261,248	75.2%
4XX Academic Support	1,117,449	1,024,069	91.6%	-	-	0.0%	321,458	483,394	150.4%	1,438,907	1,507,463	104.8%
5XX Student Support	1,272,517	1,119,263	88.0%	-	-	0.0%	1,063,095	679,497	63.9%	2,335,612	1,798,760	77.0%
6XX Plant Operations & Maint.	-	-	0.0%	2,897,925	2,593,410	89.5%	26,601	4,003	15.0%	2,924,526	2,597,412	88.8%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	136,447	169,496	124.2%	136,447	169,496	124.2%
8XX Student Aid	-	-	0.0%	-	-	0.0%	3,800,000	3,872,039	101.9%	3,800,000	3,872,039	101.9%
9XX Capital Outlay	1,078,941	645,553	59.8%	2,528,190	1,628,830	64.4%	6,428,328	348,838	5.4%	10,035,459	2,623,222	26.1%
TOTALS	\$ 17,530,269	\$ 14,813,349	84.5%	\$ 5,943,190	\$ 4,943,993	83.2%	\$ 13,194,234	\$ 6,925,155	52.5%	\$ 36,667,693	\$ 26,682,498	72.8%



Bank Status Report

Bank Reconciliation Status Report											
	CORE BANKING State Funds				UNITED BANK Institutional Funds				FIRST CITIZENS County Funds		
	Received	Reconciled	Balance		Received	Reconciled	Balance		Received	Reconciled	Balance
Jul-24	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
Aug-24	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
Sep-24	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
Oct-24	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
Nov-24	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
Dec-24	01/02/25	01/02/25	\$ 482,201.34		01/02/25	01/03/25	\$ 3,685,498.27		01/02/25	01/02/25	\$ 191,736.22
Jan-25	02/01/25	02/03/25	\$ 529,461.28		02/01/25	2/4/2025	\$ 4,106,027.60		02/01/25	02/04/25	\$ 572,487.27
Feb-25	03/01/25	03/04/25	\$ 312,588.51		03/01/25	3/5/2025	\$ 4,219,884.57		03/01/25	03/05/25	\$ 284,238.09
Mar-25	04/01/25	04/04/25	\$ 153,014.31		04/01/25	04/08/25	\$ 3,814,359.90		04/01/25	04/04/25	\$ 75,276.88
Apr-25	05/01/25	05/05/25	\$ 169,814.15		05/01/25	05/05/25	\$ 3,689,533.81		05/01/25	05/05/25	\$ 565,426.24

Financial Aid & Veterans Services

- Awarded aid to 329 students for summer semester, totaling \$577,036.47.
- Certified benefits for over 60 veteran students.
- Collaborating with Isaac Smith from the North Carolina Approving Agency to make select Workforce & Continuing Education classes eligible for VA benefits.
- Have an additional \$19,558.70 to spend in FSEOG (Federal Supplemental Educational Opportunity Grants) for the summer semester.

Emergency Preparedness and Security

- Meetings Attended
 - Staff Executive Committee
 - Chamber of Commerce Legislature Annual Meeting
- Other
 - High School Equivalent Orientation
 - Various Division / Department Pinning's and Graduation Ceremony
 - Professional Development

Grants

Carteret CC's Grants Portfolio* - June 2025				
Funding Agency & Type	Purpose	Amount Requested	Awarded	Not Awarded
Firehouse Subs Public Safety Foundation (Corporate)	Public Safety	\$27,927		\$27,927
NC State & Local Cybersecurity Grant Program (State)	Information Technology	\$237,445	Award Notice - September	
Sea Grant Community Collaborative (Federal)	Aquaculture	\$24,977	\$24,977	
Sea Grant Aquaculture Legal, Regulatory & Policy Grant (Federal)	Aquaculture	\$176,498	Award Notice - TBD	
Sea Grant Aquaculture Internships (Federal)	Aquaculture	\$251,024	Award Notice - TBD	
Alliance for Full Acceptance (Private)	Student Services	\$4,000	\$4,000	
Dollar General Literacy Foundation (Corporate)	Career & College Readiness	\$10,000	\$10,000	
STEMEast Network (Regional)	Camps & Community Programs	\$1,500	Award Notice - TBD	
Workforce Innovation & Opportunity Act - Title II - Adult Education & Family Literacy Act 225 (Federal)	Career & College Readiness	\$89,105	Award Notice - TBD	
Workforce Innovation & Opportunity Act - Title II - Adult Education & Family Literacy Act 231 (Federal)	Career & College Readiness	\$563,478	Award Notice - TBD	
Beaufort Ole Towne Rotary Club (Private)	Marine Propulsion Systems	\$3,600		\$3,600
Firehouse Subs Public Safety Foundation - Resubmission (Corporate)	Public Safety	\$27,927	Award Notice - July	
National Oceanic & Atmospheric Administration - Fisheries Habitat Conservation Program (Federal)	Aquaculture	\$9,995,823	Award Notice - TBD	
Sea Grant Core Funding (Federal)	Aquaculture	\$149,755	Award Notice - TBD	
STEMEast Network (Regional)	Camps & Community Programs	\$5,000	Award Notice - TBD	
NCCCS Perkins Career & Technical Education Leadership Projects (Federal / State)	Faculty Professional Development	\$24,400	Award Notice - TBD	
State Economic & Infrastructure Development (Federal / State)	Workforce Center for Construction & Transportation Trades	\$200,000	Award Notice - June	
Big Rock Blue Martin Tournament (Private)	Workforce Center for Construction & Transportation Trades	\$500,000	Award Notice - TBD	
Totals		\$12,292,459	\$38,977	\$31,527

*Report includes submissions from Jan. to present. Letters of Intent & White Papers excluded to reduce inflated figures. Award notice timeframes are tentative. Federal grant submissions & awards in flux for unforeseeable future.

Current Funding Priorities*
Workforce Center for Construction & Transportation Trades Bldg. Equipment (MCCIT)
"All Things Boat" (National Science Foundation - Advanced Technological Education)
<i>*This list is not all-encompassing, however, these projects are the primary ones for which funding prospects are being pursued.</i>
Grants' Office Primary Goal
Systematically & aggressively research prospects & secure funding for prioritized projects @ Carteret CC

TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Sr. Director, Operations and Facilities
DATE: May 27, 2025
SUBJECT: Board of Trustee Meeting June 11, 2025, Facility and Operations Updates

- Workforce Center for Construction Trades and Transportation Technology:
 - Schematic Design and Design Development plans submitted to State Construction for a first draft review.
- Carteret CC One-Door (McGee Building):
 - Ceilings going in, lights installed, HVAC completed, floor tile in restrooms complete.
 - Painting scheduled for early June.
 - Total completion by July 1





- Summer Projects Ongoing:
 - Custodial staff have been stripping and waxing classrooms
 - Maintenance staff have been completing equipment PM
 - FEMA Projects in Progress:
 - Replace windows in McGee first and second floor
 - Replace canopy at McGee entrance
 - Replace roof over Café in Bryant Student Center.
- Projects and Renovations COMPLETED:
 - Two parking lot sink holes - Completed
 - McGee Pipe renovation insulation – Completed (punch list corrections in progress)
 - Cosmetology re-lamping – Completed
 - Wayne West Painting project– Completed
 - S2 door automation for MARTEC – Completed
 - Modular Building – Fire Station 2- Crystal Coast Fire Academy Classroom - Completed
 - Ribbon Cutting Ceremony May 29th at 4:30pm.
- O&F Team:
 - O&F has filled the Custodian Equipment Technician – position filled by the promotion of Tyler Wible.
 - O&F will advertise for one Grounds Technician.
 - O&F Continues to EXCEL at Safety Training completion.
 - Safety classes are offered campus-wide through Safe Colleges online portal to all 587 full and part-time faculty and staff.
 - There have been 14 separate training modules offered for FY 24-25.
 - The 20-person O&F team completed 93.33 hours of this training which is an 87% completion rate.
 - The remainder of the campus completed only 37.8 hours cumulatively which is a 2% completion rate.
 - Summer Celebration is scheduled for July – Ice Cream Social for the O&F Employees is scheduled to thank them for all their hard work and dedication.

Thank you,

Cindi Goodwin

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: May 29, 2025
SUBJECT: Board of Trustee June 11, 2025 Meeting Date

Fundraising and Donation & Resale Program Revenue:

The current fiscal year revenue from the Fundraising and Donation & Resale Program totals \$451,019, while the Annual Fund revenue is \$46,808 and Temporary Restricted income is \$514,277.

Endowment Funding:

The endowment funding donations for the 2024-2025 fiscal year is \$389,119.

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.

- Staff participated in PINK Days the week of May 12th
- Hosted 46 guests at the AI Lecture with Dr. Freeman on May 15th
- Foundation Board held a regular board meeting on May 20th
- Hosted 86 guests for the Master Chef Watch Party on May 21st. Local Fireman and Chef Kevin Fuller made it through the first round. You can watch MasterChef Duos on Fox, Wednesday evenings, 8PM.
- Executive Director attended the East Carteret High School Scholarship Awards Night to present five scholarships awarded from the Beveridge & Mayo Memorial Scholarship Endowment.
- **UPCOMING EVENTS/LIVE ENRICHMENT CLASSES/OPPORTUNITIES TO BE WITH DONORS**
- Taste of the South dinner, June 19th co-hosted by the Black History Committee and the Culinary Arts Program. Only 50 seats remaining. Tickets: [Taste of the South - Carteret Community College](#)
- Annual Spanish & King Mackerel Fishing Tournament: July 18 – 25, 2025 Registration: [18th Annual Carteret Community College Spanish & King Mackerel Tournament](#)
- Life Enrichment Classes starting in June, link to register: [Life Enrichment - Carteret Community College](#)
 - Guitar for Beginners
 - Improvisational Guitar
 - Art: Cricut for Beginners
 - Waterfowl Carving – AM class
 - Wood Carving 101 – PM Class



TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: June 2, 2025
SUBJECT: Board of Trustee June 2025 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Chair, English & Communications	Former Science Chair	Terry Van Sickle DOH 5/27
Instructor, Biology (12-month)	Former English position	Orlando Robinson DOH 8/4
Education Navigator	New (grant)	Interviews 5/6; position on hold
WIOA Youth Career Advisor	Sharon King	Interviews 5/21 & 22; 2 nd Interviews pending
Coordinator, Carteret Works	New grant funded	Interviews 6/2
Maintenance Tech I	Ed Strong	John Petrelli DOT 6/1
Academic Support Coordinator	Kate Blauvelt	On hold
Custodian/Equipment Tech	John Petrelli	Tyler Wible DOT 6/1
Landscape/Maintenance Tech	Re-org of Custodian (Wible)	Posted 6/2

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

Fiscal Year	FY2025	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	23	28	22	28	26	17	27	5
Internal Transfer/Promo	17	7	7	6	7	7	1	6
Total Hires	40	35	29	34	33	24	28	11
Retirement	7	9	7	11	9	4	2	4
Resignation	12	11	13	13	9	12	14	5
Involuntary resignation	2	3	2	3	6	2	3	1
Total Terms	21	23	22	27	24	18	19	10

Employee Headcount and Turnover

May Headcount		May Turnover	FY25 YTD Turnover	Historical Turnover
F/T Perm Faculty	67	1.18%	11.82%	FY24: 13.71%
F/T Perm Staff	102			FY23: 13.11%
P/T Perm Faculty	0			FY22: 16.36%
P/T Perm Staff	1			FY21: 13.35%
Total Perm	170			FY20: 8.48%
Total Payroll	282			FY19: 10.66%

Recent Employee Departures

Position	Name	Date
Kate Blauvelt	Academic Support Coordinator	5/8/25
Tyler Gibson	Aquaculture Instructor	5/31/25

TO: Carteret Community College Board of Trustees
FROM: Jennifer Maldonado-Castro
DATE: 06/03/2025
SUBJECT: Board of Trustee 06/11/2025 Meeting

While there are no major events or initiatives to report this month, I'm excited to share that next year's SGA board is already making meaningful progress.

- Marley Ward, incoming President, has already begun spearheading Welcome Week ideas and planning fall initiatives in preparation for our upcoming Summer Strategic Planning Week. During this week, campus leadership will meet with the new board to provide guidance, build connections, and engage them with multiple departments across campus.
- To support a smooth transition, I created a "How to Be an SGA Officer" guidebook filled with advice, planning tools, and reflections from my time in this role—everything I wish I had known when I started.
- I'm also thrilled to share that Estrella Maldonado-Castro has stepped up as the new Public Information Officer, officially filling the final spot on next year's board.

This also happens to be my final Board of Trustees meeting, and I just want to take a moment to say thank you. There wasn't a single time I walked into this room and felt like "just an ex-officio" member. I felt listened to, supported, and encouraged throughout my entire term—and that's not something I take lightly. It's been an honor to serve, to learn from all of you, and to help carry student voices into this space.

With gratitude,

Jennifer Maldonado-Castro