



TO: All Members of the Board of Trustees
 FROM: Dr. Wrenn Johnson, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, June 10, 2026, at 9:00 a.m., Foundation Boardroom

AGENDA			
I.	*	CALL TO ORDER A. Ethics Statement	Chair Wrenn Johnson
II.	*	APPROVAL OF AGENDA	Chair Johnson
III.	*	APPROVAL OF MINUTES (May 13, 2026, Attachment 1)	Chair Johnson
IV.		NEW EMPLOYEES 1. Ben Poulos	Chair Johnson Mr. Scott Lane
V.		PRESENTATION A. Human Resources	Chair Johnson Mrs. Amanda Bryant
VI.	* *	NEW BUSINESS A. Annual Budget Continuing Resolution B. Consideration of July Meeting	Chair Johnson
VII.	*	COMMITTEE REPORTS A. Nominations 1. Recommend Slate of Officers 2026-2027 B. Personnel, Policies, & Bylaws 1. Review Board Self-Assessment	Chair Johnson Trustee Catherine Parker Trustee Penny Hooper
VIII.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 2,3,4,5,6,7,8,9,10)	Chair Johnson Trustee Mort Congleton Dr. Mancini
IX.		BOARD COMMENTS	Chair Johnson/Trustees
X.	*	ADJOURNMENT	Chair Johnson

*Indicates Item for Action

UPCOMING EVENTS			
DATE	EVENT	TIME	LOCATION
June 19, 2026	Taste of the South	6:00-9:00 p.m.	HCAC
July 6, 2026	July 4 th Holiday, School closed		
July 17-July 25, 2026	Annual Spanish & King Mackerel Fishing Tournament		
August 29, 2026	Mamma Mania! The American Tribute to ABBA	7:00-9:30 p.m.	Crystal Coast Civic Center

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CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

May 13, 2026

I. CALL TO ORDER

Following proper public notification, Chair Wrenn Johnson called the Carteret Community College Board of Trustees meeting to order at 9:01 a.m. on May 13, 2026, 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
Mr. Bill Henderson
Mrs. Penny Hooper
Dr. Wrenn Johnson

Mrs. Rosa Langston
Mrs. Kelly Marek
Mrs. Catherine Parker
Mr. Will Rogers
Mr. Doug Starcke (via Zoom)

Trustees Absent

Mrs. Dee Meshaw

Administration and Staff Present

Dr. Tracy Mancini	President
Dr. Maggie Brown	Vice President, Curriculum Instruction and Student Support
Mr. Perry Harker	Vice President, Workforce Programs and Student Support
Mr. Scott Lane	Vice President, Finance & Administrative Services
Ms. Brenda Reash	Executive Director, Foundation
Mrs. Amanda Bryant	Senior Director, Human Resources
Mr. Curtis Gillikin	Director, Campus Information Technology
Mrs. Cindi Goodwin	Senior Director, Operations & Facilities
Mr. Richard Abell	Director, Security & Emergency Preparedness
Ms. Logan Okun	Senior Director, Marketing & Communications
Ms. Andrea Cole	Instructor, Medical Assisting & FEC Chair
Mr. Scott Leahy	Director, Marine Trades & SEC Chair
Miss Angela Hiley	Executive Assistant to the President, Assistant Secretary to the Board
Ms. Shana Olmstead	Director, Culinary, Hospitality, Horticulture & Special Populations
Mr. Nathan Beasley	Lead Instructor Horticulture Technology
Mr. John Doneghy	Maintenance Technician II
Mr. Sam Wernick	Landscape, Maintenance Technician I
Mr. Nicholas Pratt III	Manager, Help Desk
Mr. William Pittman	Part-time IT Specialist
Mr. Joshua Phillips	Chair, Basic Law Enforcement Training
Ms. Kristian Jenkins	Coordinator, Student Life



Guests Present

Ms. Cheryl Burke Reporter, Carteret County News-Times
Ms. Kendal Cooke SGA President-elect

A. Ethics Reminder

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

II. FOUNDATION CHECK PRESENTATION

Chair Johnson recognized Dr. Mancini, in her capacity as President of the Beaufort Ole Towne Rotary Club, who presented a check in the amount of \$2,500 awarded under the club's Community Grant Program.

On behalf of Carteret Community College, Chair Johnson expressed sincere appreciation for the grant which will support the Landscape Services Technology (LST) Program. The funding will be used to provide uniforms and essential supplies for LST courses, helping students gain the hands-on experience and professionalism needed for career success.

Chair Johnson also acknowledged the Rotary Club's ongoing commitment to education and workforce development in Carteret County and recognized the impact of its continued support. Appreciation was extended for prior funding through the Community Grant Program, including a \$2,000 award in May 2024 for Fire Training Academy uniforms.

Chair Johnson said the College values its continued partnership with the Beaufort Ole Towne Rotary Club and expressed gratitude for the Club's investment in its students and programs.

III. APPROVAL OF AGENDA

Chair Johnson presented the May 13, 2026, agenda for approval by the Board.

Trustee Mort Conleton motioned to approve the May 13, 2026, agenda. Trustee Doug Brady seconded the motion. The motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

Chair Johnson presented the April 8, 2026, minutes for approval by the Board.

Trustee Kelly Marek motioned to approve the April 8, 2026, minutes. Trustee Rosa Langston seconded the motion. The motion passed unanimously by voice vote.



V. NEW EMPLOYEES AND APPOINTMENTS

Mrs. Cindi Goodwin reported that two positions within the Operations and Facilities department were recently filled. She introduced Mr. John Doneghy as a new Maintenance Technician II, and Mr. Sam Wernick, who had previously been employed part-time with the College, as a new Landscape, Maintenance Technician I.

Mr. Curtis Gillikin introduced Mr. Nicholas Pratt III as the new Manager of the IT Help Desk and Mr. William Pittman as a part-time IT Specialist, highlighting their qualifications and experience. Each shared a brief overview of their backgrounds and expressed enthusiasm for their new roles at the College. Trustee Darden said she remembered Mr. Pratt delivering a speech at a previous graduation ceremony. Mr. Pratt said in addition to being an alumnus, he has frequently been on campus as his mother, Mrs. Laurie Freshwater, serves as Dean of Health Sciences/Healthcare.

Mr. Perry Harker introduced Mr. Josh Phillips as the new Chair of Basic Law Enforcement Training. He said Mr. Phillips brings more than 30 years of experience in law enforcement, most recently serving as a Detective Lieutenant with the Carteret County Sheriff's Office prior to his retirement.

VI. PRESENTATION

1. Finance & Administrative Services

Mr. Scott Lane gave an interesting and informative presentation on Finance and Administrative Services, with a focus on updates to the athletics program and the bookstore. He thanked Mrs. Goodwin for the continued support provided by Operations & Facilities.

Mr. Lane discussed ongoing renovations to the Smith and BLET buildings, the formalization of partnerships for the athletics program, and provided updates on the number of student-athletes committed to each program. He introduced new branding developed for college athletics and shared details about an upcoming athletics fundraising campaign.

Mr. Lane provided an update on the bookstore transition, noting it will be rebranded as the Campus Store. He reviewed the Equitable Access (EA) program, emphasizing that the new model is designed to improve affordability and accessibility of course materials for students.

Mr. Lane invited questions. In response to Trustee Henderson's inquiry regarding the composition of the baseball recruits, Mr. Lane confirmed that all committed students are freshmen. He said adidas uniforms and apparel will be supplied through a distributor in Charlotte, North Carolina, and provided details on the number of uniforms to be issued.

Trustee Brady asked about margins on digital textbooks and course materials, while Trustee Rogers asked about ordering on demand and turnaround times. Addressing Trustee Parker's question on pricing, Mr. Lane confirmed a rate of \$25 per credit hour, with refunds available for withdrawals within a specified timeframe. Mr. Lane said that certain programs, such as nursing, require textbooks that remain with the students for the duration of a program; these materials fall outside the \$25 per credit hour fee. He added that costs traditionally categorized as course fees will continue to be assessed as such.



In response to a question from Trustee Henderson regarding staffing for the Campus Store, Mr. Lane said Mr. Justin Burkhart, who was hired as the Director of Retail Services, will oversee the Campus Store operations and print shop activities. An assistant will be hired with the potential to engage work-study students and part-time personnel during busy periods.

VII. ONGOING BUSINESS

1. AI Policy Second Read

Dr. Mancini said Mr. Curtis Gillikin presented the AI policy for its first reading at the April 8, 2026, Board of Trustees meeting and invited any questions. There were no questions.

Trustee Congleton motioned to approve the AI policy. Trustee Hooper seconded the motion. The motion passed unanimously by voice vote.

VIII. NEW BUSINESS

A. Review Mission Statement.

Dr. Mancini read the current Mission Statement and invited any proposed revisions. Trustee Darden said that it is a very strong statement with excellent descriptors, and she did not believe any changes were necessary. Dr. Mancini said that faculty were involved in developing the Mission Statement, which was approved by the Board in 2021, and that College staff refer to it as a guiding framework. Trustees concurred that no changes to the Mission Statement were needed.

IX. COMMITTEE REPORTS

A. Curriculum and Student Support Committee

1. 2027-2028 and 2028-2029 Academic Calendars

Chair Johnson recognized Trustee Rosa Langston, Chair of the Curriculum and Student Support Committee, to provide an update on committee activities. Trustee Langston said the committee met on May 5, 2026, and reviewed the proposed academic calendars for 2027-2028 and 2028-2029. Copies of the calendars were shared with the board. Trustee Langston asked if there were any questions about the 2027-2028 calendar. In response to Trustee Henderson's question, Dr. Mancini said proposed summer hours were consistent with those of the current year.

Trustee Langston said the Curriculum & Student Support Committee brings a motion to the full board to approve the 2027-2028 Academic Calendar as presented.

The motion passed unanimously by voice vote.

Trustee Langston recognized Dr. Maggie Brown to present the proposed 2028-2029 academic calendar. Dr. Brown said that the Fall 2028 semester follows a typical schedule. She said a later than usual start date is proposed for the Spring 2029 semester, saying an immediate post-New Year start would fall on



an unfavorable day. She also said that the registrars have observed higher enrollment when the semester begins after neighboring institutions. Dr. Brown said the later start date shifts the end of the semester and results in graduation being scheduled on a Saturday. Dr. Brown added that, as enrollment continues to grow and the number of graduates increases, it may be necessary to hold two graduation ceremonies in the future.

Trustee Langston said the Curriculum & Student Support Committee brings a motion to the full board to approve the 2028-2029 Academic Calendar as presented.

The motion passed unanimously by voice vote.

2. Live Project Fees

Trustee Langston presented the schedule of live project fees and invited questions. Dr. Mancini confirmed that live project fees refer to those fees charged to community members for services provided.

Trustee Langston said the Curriculum & Student Support Committee brings a motion to the full board to approve the 2026-2027 live project fees.

The motion passed unanimously by voice vote.

X. OTHER REPORTS

A. Foundation Liaison

Trustee Congleton said Celebration on the Sound was a successful event and expressed his appreciation to Chair Johnson for volunteering and assisting with VIP check-in at the concert.

Trustee Congleton said a retiree social is scheduled for May 28, 2026, from 6:00 p.m. to 8:00 p.m. at the Beaufort Wine & Food Patio at the Hospitality & Culinary Arts Center. He said the Foundation's annual audit has been completed with no findings and that the Foundation board approved the 2026-2027 Fiscal Year budget at its meeting on May 12, 2026.

B. President's and Executive Leadership Council Reports

Dr. Mancini expressed her appreciation to trustees for their continued service. She said 186 students were scheduled to participate in the graduation ceremony on Friday, May 15, 2026. With each student permitted to bring up to four guests, she said the Civic Center will reach capacity when there are 200 graduates and indicated that multiple graduation ceremonies may be required in the future. She said the Adult High School graduation was scheduled for May 13, 2026, with 47 adults students completing their high school equivalency.

Dr. Mancini highlighted encouraging summer enrollment trends, stating that curriculum enrollment is 15% higher than on the first day of classes the previous year. She also directed trustees to view her board report for details on significant growth in Workforce Continuing Education (WCE) enrollment.



Dr. Mancini said the Assured Admission Agreement signing with Campbell University on May 4, 2026, was a great event and she thanked Chair Johnson for attending many graduation and pinning ceremonies, expressing appreciation for her involvement.

Dr. Mancini recognized Ms. Kendal Cooke, attending the meeting as a guest, on her election as Student Government Association President for the 2026-2027 academic year.

Dr. Mancini said the county budget presentation was scheduled for the County Board of Commissioners meeting on May 18, 2026.

C. FEC Report

Mrs. Andrea Cole, Chair of the Faculty Executive Committee (FEC) said it had been a busy and productive year for the committee. She highlighted several accomplishments:

- The FEC bylaws were reviewed, revised, and approved.
- A standardized template was developed for use in the College's upcoming learning management system, Canvas.
- The committee evaluated several instructional tools for Canvas and provided feedback on their implementation.
- Faculty were supported in enhancing course accessibility through the organization of PINK Day sessions focused on WCAG best practices for Canvas, PowerPoint, and Word.
- The FEC collaborated with Scott Leahy, Staff Executive Committee chair, and the Foundation to sponsor an upcoming employee luncheon scheduled for May 21, 2026.
- Knowledge sharing across departments was promoted through the introduction of a new segment at monthly FEC meetings, "Faculty to Faculty: 5-Minute Tips and Tricks".

Mrs. Cole thanked the trustees for their continued service.

Trustee Starcke, attending virtually, left the meeting at approximately 10:00 a.m.

XI. BOARD COMMENTS

Trustee Henderson recognized Mr. Scott Lane for his ongoing efforts in developing the athletics program, noting his report provided insight into current activities and acknowledged the benefit of his background in collegiate athletics.

Trustee Congleton thanked the College administrative team for their support during his first year of office, remarking on how much he has learned.

Trustee Darden said she appreciated Mr. Lane's presentation and Mr. Gillikin's enthusiasm in introducing new employees. She said she recently overheard one side of a conversation that she thought to be a faculty member talking to student, noting the presumed faculty member's supportive and amenable approach. She stressed the importance of strong partnerships between faculty and students.

Trustee Parker commented on the excitement surrounding the athletics program, noting it will foster a strong sense of camaraderie. She said College employees and staff bring a lot of energy to the community and acknowledged the role staff have in supporting trustees by ensuring they have all the necessary information. She acknowledged the role of IT in maintaining cybersecurity for the College and



said the new learning management system was a positive addition from a Career & College Promise (CCP) perspective.

Trustee Langston said she appreciated Mr. Lane’s presentation and his leadership of the athletics program, noting that in the past she had seen student-athletes leave the county to pursue opportunities. She said she was impressed by increased student enrollment and proud of the College’s agreement with Campbell University.

Trustee Rogers extended congratulations to all graduating student and awards recipients.

Ms. Ward said this would be her final board meeting as she is graduating, and she plans to attend NC State in the fall. She thanked trustees and said it had been a privilege and an honor to serve.

Trustee Hooper said she agreed with earlier remarks. She reminded trustees to complete the Board Self-assessment survey, due May 27, 2026. She recognized Mr. Harker for the significant growth in WCE enrollment.

Trustee Marek said it is impressive to experience a high level of energy and synergy at the institution at the close of an academic year, noting it is easy to have ideas but so much harder to execute them.

Trustee Brady recognized Mr. Lane’s contributions and added that he is supported by a strong team, all of whom deserve recognition. He thanked the leadership team for their ongoing efforts.

Chair Johnson thanked Mrs. Cole for recognizing the board and said she frequently hears unsolicited positive feedback about the College from members of the community. She thanked Mr. Lane for his presentation and his work beyond the athletics program and bookstore project. Chair Johnson presented a gift to Ms. Ward, offering her best wishes and encouraging her to remain connected to the College in the future.

XII. ADJOURNMENT

There being no further business, Trustee Rogers motioned to adjourn at 10:24 a.m. Trustee Marek seconded the motion. The motion passed unanimously by voice vote.

Submitted by:
Miss Angela Hiley
Executive Assistant to the President
Assistant Secretary to the Board
May 19, 2026

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: June 4, 2026
SUBJECT: Board of Trustees June 10, 2026, Meeting

Gone are the lazy days of summer around Carteret Community College! Activity abounds as we welcome more students this summer and prepare for significant office and facility changes. Summer 2026 Curriculum seat count is 19 percent higher than Summer 2025. We are thrilled to see these increased numbers of students across many programs. Summer classes began on June 1.

The McGee “One Door” Phase III renovation (west wing of the first floor) is on schedule to be completed by early July. Staff will move into their new spaces during July so that all is in place before fall semester begins in August. Renovations to the Public Safety Training Center (BLET Building) are well underway to make room for lockers and an additional washer and dryer to accommodate Kraken Athletics. These, too, should be completed by early August, when our student-athletes arrive for fall training.

The College’s 62nd Commencement Exercises were a great success, with the Civic Center filled to maximum occupancy and nearly 100 people in the overflow areas. It looks as though our move to two commencement exercises to accommodate more graduates and their families will come even sooner than we thought. Please be on the lookout for information about TWO graduation ceremonies on graduation day 2027.

Both Senator Sanderson and Congressman Murphy went out of their way to mention Carteret CC and their support for community college education at the Chamber of Commerce’s Legislative Luncheon on May 28. There were many other local officials and business leaders present that day who commented on the College’s growth and effectiveness in the community. There is a positive buzz about the Workforce Center for Construction and Transportation Trades and about Kraken Athletics in the community.

The Foundation hosted a wonderful Retiree Social on May 28. Many former employees gathered in the Elizabeth and Doug Townsend Event Hall for wood-fired pizzas made by two of our Fall 2026 Goellner Exchange students. Attendees told fond stories about their time at Carteret CC and were happy for the opportunity to reunite and to hear about activities and changes on campus.

I had the honor of delivering the keynote at the Atlantic Elementary School 5th-Grade Graduation on June 4. It was fantastic to see so many of third-, fourth-, and fifth-graders receive awards for academic achievement and to have the opportunity to tell them about the ways Carteret CC is here to help them follow their dreams and pursue careers and lives that are both satisfying and can sustain a good living. The theme of my address was “The World is Your Oyster.”

As the academic year draws to a close, I wish to thank all of the trustees, but especially those who are rolling off, Trustees Brady and Hooper, for outstanding service to the college. Our growth and success depends on active and intentional governance. We are grateful for your commitment and stewardship.

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 06/01/2026
SUBJECT: Board of Trustee 06/10/2026 Meeting

- Summer semester is here! Classes began on June 1st. At the time of this reporting, curriculum summer potential FTE was 17% higher than reported for summer 2025. That represents an additional 120 students served this summer beyond the number served last summer. We credit our faculty, deans and directors, MAPS, marketing, and athletics with this increase in summer curriculum enrollment. Our One College model continues to streamline opportunities for our students.
- The Black History Committee and Culinary Arts program are excited to host the annual Taste of the South dinner on June 19, 2026. Join us as we celebrate Southern culture through cuisine, community, and scholarship! Taste of the South is a uniquely crafted event that highlights the talents and aspirations of our students. The event's menu is designed and prepared by our culinary students. The event raises funds for the Culinary program and for the Gwen Fisher Memorial Scholarship. Get your tickets through the Foundation website as soon as possible! This has been a sold event the last two years!
- Hot of the press: Carteret CC and NCSU are in the process of signing a bilateral agreement to maximize transfer credits for our Aquaculture students who transfer to the Fisheries, Wildlife, and Conservation Biology program at NCSU. Upon completion of the Aquaculture transfer program, students will need just 6 additional hours to be classified with junior status at NCSU. These additional two classes can be taken in conjunction with the Aquaculture program while attending Carteret CC. An official press release is in the works.
- We received word in late May that the Radiography Class of 2026 took their ARRT certification and got a 100% pass rate on the state exams. Chair Elaine Postawa, Clinical Coordinator Kimberly Cole, and Instructor Anna Kitchin are the Radiography dream team! Dean Freshwater and the Student Services team worked to support our faculty and our students through an amazing two-year journey!
- At the time of this report, several of our Skills USA advisors are supporting 5 Carteret CC first place state competition winners at the National Skills USA competition in Atlanta! Our students are competing in Culinary, Job Interview, Job Demonstration, Customer Service, and IT. Results will be available at the time of this meeting.
- To continue the College's support of moving from the Moodle Learning Management System to the Canvas LMS, several faculty and staff will travel in June to the Distance Learning Summit. We will host several open lab sessions upon our return so that all faculty may benefit from the additional training.
- It's not too late to sign up for several of our Summer Academies! Register now at <https://info.carteret.edu/academies>

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 6/1/2026
SUBJECT: Workforce and Continuing Education June Board Report

College and Career Readiness held its graduation ceremony on May 13, 2026, recognizing 15 Adult High School graduates and 22 High School Equivalency graduates. In addition, seven students at Carteret Correctional Facility earned their High School Equivalency diplomas.

Law Enforcement annual mandatory in-service training requirements for local agencies were completed in May. New classes are currently scheduled for summer and early fall: First Line Supervision, Field Training Officer, Drone Search and Rescue, and Indoor Drone Operation.

A Detention Officer Certification class for those working at the county jail is set to begin in July. Additionally, two BLET classes, one daytime and one evening cohort, are planned to begin in early August. Efforts continue to strengthen partnerships with local agencies, recruit qualified instructors from across the region, attract new cadets, and expand training opportunities to meet workforce and public safety needs within our community.

Carteret Works is excited to announce the submission of two apprenticeship approvals for new Industrial Maintenance Technician and Composite Technician apprenticeships with Parker Offshore.

The next Nurse Aide Apprenticeship class is scheduled to begin in August 2026. Applications opened in early May through Carteret Health Care and are currently being received.

All three summer semester CNA I classes are currently full, serving thirty students in evening cohorts and twenty students in the daytime cohort. The CNA II class currently has seven students who have submitted preregistration paperwork.

The Reentry Program continues to provide workforce development support and coaching services to justice-impacted individuals throughout the county. Reentry staff continues to collaborate with Southeastern Integrated Care (SEIC) and Miriam in Carteret County, and to partner with Carteret Correctional Facility to provide pre-release coordination support to participants. Four Reentry participants recently graduated from Carteret Community College with Associate Degrees in Human Services Technology.

During National Small Business Week, the Small Business Center hosted several successful events designed to support local entrepreneurs and small business owners. Programs included the AI for Business Series, Newport and Morehead City Small Business Roundtables, and a Google Business Profile Optimization Workshop. More than forty small business owners and employees participated.

The Barbering Program celebrated an important milestone by hosting its first pinning ceremony and recognizing its first graduating barber student. Ms. Silianna Gonzales-Domingues was honored during the Spa Services Pinning Ceremony held on May 19, 2026. She has started working at a local barber shop.



Spa Services Division celebrated thirteen Cosmetology Diploma graduates at the college's May 15, 2026, graduation ceremony. In addition, fourteen Esthetics Certificates were awarded, including one CCP Esthetics Pathway Program student.

The Manicurist Program celebrated eight graduating students during the Spa Services Pinning Ceremony on May 19, 2026. Additionally, we celebrated completers from the Massage Therapy Program. Several students in both programs have passed external exams and are eligible to or have begun working.

TO: Carteret Community College Board of Trustees
FROM: Scott Lane, Vice President of Finance & Administrative Services / Athletics Director
DATE: June 1, 2026
SUBJECT: Board of Trustees June 10, 2026, Meeting Report

Athletics

- **Recruitment:** Coaches are nearing completion of the inaugural recruiting class, with only a limited number of roster spots remaining to be filled.
- **Uniforms & Athletic Gear:** Coaches and the Athletic Director have been actively designing and ordering uniforms and athletic gear in partnership with Johnson & Lambe, in collaboration with Adidas, to ensure a cohesive and professional brand for Kraken Athletics.
- **Facilities:** Construction is ongoing for the College's on-campus athletic facilities, with continued progress toward completion and future program use.
- **Athletic Training:** Participated in the interview process with Youngs Physical Therapy, which has since hired two athletic trainers to support the College's athletic program needs.
- **Professional Development:** Scott Lane will attend the NJCAA Summer Compliance Seminar (June 15–17) at NJCAA headquarters in Charlotte. This training will provide essential guidance to ensure student-athlete eligibility requirements are met and all compliance documentation is accurate. Participation will also secure an NJCAA Audit Guarantee for the College following its first year. Additionally, Scott will attend the Region 10 Athletic Director Training Seminar and Summer Meeting (June 25) at Wake Tech's East Campus, offering further professional development and regional collaboration opportunities.

Auxiliary Services

- **Campus Store Transition:** Continued progress is being made to transition the bookstore to a college-owned and operated model utilizing the Equitable Access (EA) framework. This effort includes collaboration with faculty to gather course material needs and represents a cross-departmental initiative. Appreciation is extended to IT, Institutional Effectiveness, and Business Operations for partnering with Justin Burkhart (Director of Retail Services) on software installation and infrastructure development, as well as to Operations & Facilities for their support with space design and renovation.
- **Assistant Director of Retail Services:** Ben Poulos has been hired as Assistant Director of Retail Services. He brings over 10 years of experience in retail operations, logistics, hospitality, and marketing. Ben holds both a BBA and MBA from Campbell University and most recently led logistics and marketing operations for a local business, with expertise in inventory management, purchasing, forecasting, and e-commerce. He also offers a strong background in financial oversight and hands-on retail operations.



Financial Aid & Veterans Services

- **FAFSA Applications:** Continued support is being provided to students and parents in completing FAFSA applications for the summer and upcoming fall semester. Ongoing communication is maintained with students to address and resolve any outstanding requirements.
- **Institutional Scholarships:** A majority of institutional scholarships for the 2026–2027 academic year have been awarded, supporting continued enrollment growth and student access.
- **Childcare:** Finalized childcare awards for the 2025–2026 academic year. All allocated childcare funds have been fully awarded and expended.
- **Outreach:** We are planning a FAFSA Day on July 18, 2026. This event will be held in the Student Bryant Building, from 9:00 am - 1:00 pm.

Budget

STATE BUDGET SUMMARY				
<i>As of 5-31-26</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$4,005,925	\$3,413,157	\$592,768	85.2%
Curriculum Instruction	\$7,629,825	\$7,011,367	\$618,458	91.9%
Workforce & Continuing Education	\$2,395,160	\$2,248,556	\$146,604	93.9%
Academic Support	\$1,505,551	\$1,373,881	\$131,670	91.3%
Student Support	\$1,176,822	\$1,053,452	\$123,370	89.5%
Capital Outlay	\$490,301	\$354,623	\$135,678	72.3%
Totals	\$17,203,584	\$15,455,036	\$1,748,548	89.8%

COUNTY BUDGET SUMMARY				
<i>As of 5-31-26</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$600,350	\$578,073	\$22,277	96.3%
Plant Operations	\$2,999,650	\$2,695,438	\$304,212	89.9%
Capital Outlay	\$2,387,555	\$2,254,599	\$132,956	94.4%
Totals	\$5,987,555	\$5,528,110	\$459,446	92.3%

INSTITUTIONAL BUDGET SUMMARY				
<i>As of 5-31-26</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$214,393	\$229,594	-\$15,201	107.1%
Curriculum Instruction	\$1,394,438	\$1,090,796	\$303,642	78.2%
Workforce & Continuing Education	\$541,406	\$228,851	\$312,555	42.3%
Academic Support	\$188,588	\$137,741	\$50,847	73.0%
Student Support	\$1,259,058	\$776,671	\$482,387	61.7%
Plant Operations	\$22,283	\$20,104	\$2,179	90.2%
Proprietary	\$368,448	\$347,871	\$20,577	94.4%
Student Aid	\$4,552,268	\$4,482,136	\$70,132	98.5%
Capital Outlay	\$9,375,000	\$3,562,973	\$5,812,027	38.0%
Totals	\$17,915,882	\$10,876,737	\$7,039,145	60.7%



Emergency Preparedness and Security

- **Meetings and Professional Engagement**
 - Staff Executive Committee
 - Legislative Luncheon
 - Graduation Debrief Meeting
 - Employee Meeting / Convocation
 - Adult High School Orientation
 - All Security Personnel participated in 6 hours of PINK Days
 - Assisted with setup and attended various program graduations and pinnings
 - All officers on hand for the 62nd annual Graduation

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: May 28, 2026
SUBJECT: Board of Trustee June 10, 2026, Meeting Date

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

- Board of Trustees – 100%
- Board of Directors – 100%
- Employees – 63% participation Campus Week of Giving

Annual Fund Unrestricted Gifts: \$46,822 (130% of goal)
Fundraising Revenue: \$551,591 (77.67% of goal)
Endowment donations/growth this year-to-date: \$80,038

Community Relationships and Current Activities:

This section highlights the key activities and engagements of the Executive Director and Foundation staff, reflecting their ongoing commitment to advancing organizational priorities and strengthening community partnerships.

- Continued donor meetings in support of the Workforce Center for Construction and Transportation Trades. Additional \$200,000 raise since May meeting, total raised to-date: \$893,544
- Summer Youth Camps: a few openings remain in some of the camps. Registration: [Carteret Community College | Events Home](#)
 - We will be adding an Entrepreneurial Youth Camp and Women in Finance Youth Camp
- Alumni Network – hosted a light breakfast during graduation practice. The Network sold flowers during graduation in support of Alumni Network year-round activities.
- The Foundation sponsored and organized a Carteret CC Women Build Team Day with Habitat for Humanity.
- Executive Director attended the ECHS Scholarship Award Ceremony and recognized five students each receiving \$2,440 to attend Carteret CC from the Beveridge & Mayo Memorial Scholarship.
- The Foundation has partnered with AI-Praxis to offer a free four-week workshop for community First Responders and Veterans, the workshop is AI Literacy for Heroes Workshop. Registration [AI Literacy for Heroes](#)

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

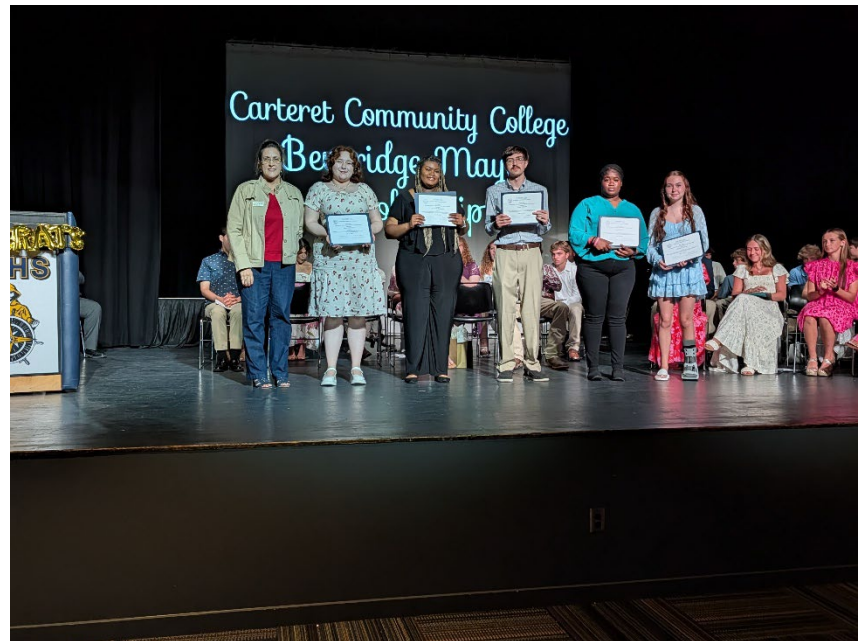
- Taste of the South, June 19th - [Taste of the South 2026](#)
- Spanish & King Mackerel Tournament, July 17 – 25 - [19th Annual Spanish & King Mackerel Tournament](#)
- Mamma Mania, The American Tribute to ABBA, August 29th - [Mamma Mania](#)
- Life Enrichment Classes to explore: [Life Enrichment - Carteret Community College](#)

Celebration on the Sound:



ECHS Beveridge & Mayo Memorial Scholarship Recipients:

- **Abby Arsenault**
- **My'Siah Mahaffey**
- **Weslie Guthrie**
- **Malina Davis**
- **Madisyn Young**



TO: Carteret Community College Board of Trustees
FROM: Angela Hiley, Grants Coordinator
DATE: 6/3/26
SUBJECT: Board of Trustee June 10, 2026, Meeting

Carteret Community College Grant Status Report				
Grant Information			Grant Status	
Funding Organization	Purpose of Grant	Requested	Application Submitted	Status
Beaufort Ole Towne Rotary	LST supplies	\$2,500	April 2026	Awarded \$2,500
Lowes Foundation Cable Grant	WCCTT Capital	\$1,000,000	March 2026	Did not win
Cannon Foundation	WCCTT Capital	\$250,000	March 2026	Open
Duke Energy	Community Resiliency – campus improvements	\$25,000	March 2026	Awarded \$25,000
AWS	WCCTT – Welding Equip.	\$47,640.93	March 2026	Did not win
Duke Energy	WCCTT – Electrical training equipment	\$24,825.00	February 2026	Did not win
Dollar General	Adult Literacy (CCR)	\$10,000	February 2026	Awarded \$10,000
AFFA	SAGA Club Support	\$4,000	January 2026	Awarded \$2,000
Firehouse Subs	First Responder Equipment	\$28,854.53	January 2026	Did not win
NC State & Local Cybersecurity Grant	Two firewalls & three-year support contract	\$98,982.24 (40% match)	November 2025	Open
Truist Foundation	WCCTT Capital	\$100,000	November 2025	Awarded \$50,000
Ferguson	WCCTT Equipment	\$10,000	October 2025	Did not win
Dreyfus Foundation	WCCTT Equipment	\$15,393	October 2025	Did not win
NSF (ATE)	Marine Trades All Things Boat	\$471,443	September 2025	Open
Weyerhaeuser	WCCTT Equipment	\$28,107	September 2025	Did not win
Big Rock Foundation	WCCTT Capital	\$500,000	August 2025	Awarded \$100,000
Philip L. Van Every Foundation	WCCTT Capital	\$50,000	August 2025	Awarded \$50,000
NC State & Local Cybersecurity Grant	Cybersecurity modernization	\$237,445 (30% match)	January 2025	Awarded \$166,211.64
Sea Grant Aquaculture Legal/Regulatory/ Policy	Compliance Software App for Oyster Farmers	\$176,498	January 2025	Open
Sea Grant Aquaculture Internships	Aquaculture internships/partnerships	\$251,024	Revised/resubmitted January 2026	Open
NOAA – Fisheries Habitat Conversation Program	Building Capacity for Restorative Aquaculture & Resilient Coastal Communities in Eastern NC	\$9,995,823	April 2025	Open
Total Fiscal Year Awards \$405,711.64				

TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Sr. Director, Operations and Facilities
DATE: June 1, 2026
SUBJECT: Board of Trustee Meeting June 10, 2026 – Facility and Operations Updates

- Workforce Center for Construction Trades and Transportation Technology:
 - Concrete footings for building section A were completed on 5/21/26.
 - Concrete slab pour is scheduled for the week of June 15.
 - Construction schedule has been revised due to extended permit process.
- McGee Lift Station Project
 - Construction on target and budget – completion expected between June 15 and 30th.
- Carteret CC One-Door (McGee Building): PHASE III
 - South wall glass has been installed.
 - Prime painting of all interior base colors is completed.
 - Ceiling grid is being installed, and bathroom tile is complete.



O&F Team

- We have one part-time grounds position advertised for seasonal work.
- John Petrelli successfully completed and passed the Locksmith course in Charlotte. This 5-day intensive training will allow Carteret Operations and Facilities to once again maintain our own Master lock and key systems. Terry Murphy was our previous locksmith.

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, Senior HR Director
DATE: May 29, 2026
SUBJECT: Board of Trustee June 2026 Meeting

Recruiting/Hiring*

Chair, EMS	Christine Turner (5/31)	Interviews pending
Assistant Dir, Retail Sales	New	2 nd Interview 5/27
HR Specialist	Rachel Hines	2 nd Interview 5/27
Nursing Instructor – 12-mth (2)	Melaine Boudreau; Heather Partin	Interviews 6/2 & 11
Admin Assistant, Business & Commercial Enterprise	Valarie Ealey	Rebecca Klayman DOH 6/1
Admin Assistant, Health Sciences	Teresa Biggers	Michelle Norton DOH 7/13
CRM Manager	New	Pending a decision to handle via contract work
WIOA Youth Career Advisor	Caroline Smith	Application review pending as of 5/28

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

Fiscal Year	FY26	FY25	FY24	FY23	FY22	FY21	FY20	FY19	FY18
New Permanent Hires	19	23	28	22	28	26	17	27	5
Internal Transfer/Promo	2	19	7	7	6	7	7	1	6
Total Hires	21	42	35	29	34	33	24	28	11
Retirement	1	8	9	7	11	9	4	2	4
Resignation	15	12	11	13	13	9	12	14	5
Involuntary resignation	4	2	3	2	3	6	2	3	1
Total Terms	20	22	23	22	27	24	18	19	10

Employee Headcount and Turnover

April Payroll Headcount		April Turnover	FY26 Turnover	Historical Turnover
F/T Perm Faculty	67	1.16%	11.71%	FY25: 12.99%
F/T Perm Staff	103			FY24: 13.75%
P/T Perm Faculty	0			FY23: 13.11%
P/T Perm Staff	3			FY22: 16.36%
Total Perm	173			FY21: 14.57%
Total Payroll	301			FY20: 10.91%

Recent Employee Departures

Name	Position	Date
Caroline Smith	WIOA Youth Career Advisor	5/28
Ed Ladenburger	Learning Management System Administrator	5/31

Other Accomplishments: 10th session of Carteret CC’s Emerging Leaders Academy (Ubutu! Collaboration). Personal Institutional Networking Knowledge (PINK) Days: May 18 – 21 providing 1055 hours of sessions across 30 topics.

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TO: Carteret Community College Board of Trustees
FROM: Curtis Gillikin, Director Campus Information Technology
DATE: June 1, 2026
SUBJECT: Board of Trustees June Meeting

Highlights, Initiatives, and Projects Completed May 2026

- The new, part-time IT Specialist I started on May 11th.
- Introduced the new Help Desk Manager, Nicholas Pratt III, and the new part-time IT Specialist I, William Pittman, at the May 13th Board of Trustees meeting.
- The Artificial Intelligence (AI) Policy was approved at the May 13th Board of Trustees meeting.
- Re-terminated Ethernet cabling in CMAST 4th floor network IDF to replace legacy patch panels.
- Configured YuJa Verity LTI in the Instructure Canvas LMS. YuJa Verity is the proctoring tool that instructors will use in their LMS courses.
- IT staff hosted a PINK Day session on Open Broadcast Software (OBS), an open-sourced video recording platform that instructors can use to record lectures.
- Installed Ethernet cabling in the BLET and Athletics offices that are being renovated.
- Cloned Ellucian Colleague ERP production environment, overwriting the test instance, to ensure that the configurations and data are current in the test instance for future testing.
- Provided IT and AV support for:
 - May 1st One-College Town Hall
 - May 6th CNA Graduation
 - May 7th EMS Pinning Ceremony
 - May 7th Phlebotomy Pinning Ceremony
 - May 8th Celebration on the Sound
 - May 12th HCAC White Coats Ceremony
 - May 13th TRiO Awards Ceremony
 - May 13th College and Career Readiness Graduation
 - May 14th Radiography Pinning Ceremony
 - May 14th Annual Awards Night
 - May 15th Associate Degree Nursing Pinning Ceremony
 - May 15th Respiratory Therapy Pinning Ceremony
 - May 15th 62nd Annual Commencement Ceremony
 - May 19th Barbering Pinning Ceremony
 - May 19th Nail Technology Pinning Ceremony
 - May 19th Massage Therapy Pinning Ceremony
 - May 21st Engineering Night
 - May 26th Crystal Coast Fire Academy Graduation
 - May 27th NC Coastal Counties Fisheries Coalition

Ongoing Projects and Initiatives in May 2026

- Instructure Canvas LMS implementation
- K16 Solutions Moodle to Canvas migration
- Ellucian ILP integration between Colleague and Canvas
- Third-Party LTI connections with Canvas
- Implementation of Resero for the new campus store
- Implementation of Watchman for the new campus store
- Implementation of VitalSource for the new campus store
- Managed Print Services transition from Systel to Xerox
- Technology needs for McGee One-Door construction project
- Implementation of S2 Access Controls on external doors
- Installation and configuration of replacement firewalls
- Assura Governance, Risk, and Compliance project
- Transition from the L: Drive to Teams and SharePoint
- Transition from role-based to process-based Colleague security classes
- Deprecation of vanity/alias/proxy email addresses
- Transition to Verkada camera solution
- Implementation of FundFive Curate
- Implementation of FundFive Automate

IT Help Desk Tickets Resolved in May: 707