



TO: All Members of the Board of Trustees
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, March 12, 2025, at 9:00 a.m., Foundation Boardroom

AGENDA		
I.	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.	FOUNDATION CHECK PRESENTATION A. Crystal Coast Corks & Forks Scholarship	Chair Darden Lori & Phil Jones
III.	* APPROVAL OF AGENDA	Chair Darden
IV.	* APPROVAL OF MINUTES (February 12, 2025, Attachment 1)	Chair Darden
V.	CHAIR REPORT	Chair Darden
VI.	NEW EMPLOYEES & APPOINTMENTS A. Tammy Kavanaugh B. Heather Partin C. Kelly Payne D. Toney Harstead E. Heather Robbins	Chair Darden Dr. Maggie Brown, Mrs Laurie Freshwater Mr. Lewis Stroud
VII.	PRESENTATION A. WCE Presentation – CNA Apprenticeships	Chair Darden Mr. Perry Harker. Ms. Rhonda Piner
VIII.	COMMITTEE REPORTS A. Joint Buildings and Grounds and Finance Committee B. Finance Committee C. Personnel Policies & Procedures	Chair Darden Trustee Bill Henderson Trustee Dee Meshaw Trustee Penny Hooper
IX.	OTHER REPORTS A. Foundation Liaison B. President’s and Executive Leadership Council Reports (Attachments 2,3,4,5,6,7,8,9,10) C. SEC Report	Chair Darden Trustee Mort Congleton Dr. Mancini Ms. Marquita Hall
X.	BOARD COMMENTS	Chair Darden/Trustees
	CLOSED SESSION in accordance to N.C. GS 143-318.11(a)(1) and (a)(2); approval of BOT closed session minutes October 9, 2024	Chair Darden
XI.	* ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
March 19-21	2025 NCACCT Law-Legislative Seminar		Marriott City Center Downtown Raleigh
April 15, 2025	SEI due		



Attachment 1

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

February 12, 2025

I. CALL TO ORDER

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

Trustees Present

Mr. Doug Brady
Mr. Mort Congleton
Mrs. Melodie Darden, Chair
Mr. Bill Henderson
Mrs. Penny Hooper
Dr. Wrenn Johnson, Vice Chair

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

Trustees Absent

Mr. Will Rogers

Administration Present

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

College Employees Present

Ms. Valerie Ealey
Ms. Marquita Hall
Ms. Melanie Reels
Mr. Lewis Stroud

Guests Present

Ms. Cheryl Burke

Reporter, Carteret County News-Times



A. Ethics Reminder

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

II. FOUNDATION CHECK PRESENTATION

Chair Darden said Mr. Peter Grills sent his regrets as a last-minute schedule change meant he was unable to attend the meeting and there would be no check presentation.

III. APPROVAL OF AGENDA

Chair Darden presented the February 12, 2025, agenda for approval by the Board.

Trustee Mort Congleton motioned to approve the February 12, 2025, agenda. Trustee Dee Meshaw seconded the motion. The motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

Chair Darden presented the January 8, 2025, minutes for approval by the Board.

Trustee Congleton motioned to approve the January 8, 2025, minutes. Trustee Rosa Langston seconded the motion. The motion passed unanimously by voice vote.

V. CHAIR REPORT

Chair Darden said that at the Trustee Retreat on February 7, 2025, Ms. Okun had given a presentation on the new CRM platform, Element 451. Chair Darden said she wanted to begin her report by sharing her own initiation into understanding these programs. She said Dr. Mancini had asked her to share her thoughts as a trustee on the CRM at a System office meeting. Prior to that meeting Dr. Mancini arranged for her to sit down with Ms. Okun and learn about Element 451. It is a CRM platform, which stands for Customer Relationship Management. She said it is basically a customer relations tool and the student is the consumer. Element 451 is a tool that communicates with students by learning and then targeting their preferences and interests. Chair Darden said Ms. Okun had described the process as a lifecycle as these tools can follow students throughout their college journey. She said it will help with retention and also replace many manual processes, removing steps that may go wrong as a result of human error. She said Element 451 is very specific to the student and might be considered an educational algorithm. Chair Darden said the bottom line is the features of the program are overwhelmingly positive. It streamlines processes, is more efficient and aids retention and enrollment.

At the subsequent System Advisory meeting Chair Darden said she had several takeaways. The CRM supports the philosophy that creating a better experience is key. Data from the schools using the program is very positive and it can help create life long learners.

Chair Darden said she attended the STEM East Alliance's Vision 2025 conference in Greenville on January 31, 2025, with Dr. Mancini, Mr. Jared Jones and Mr. David Cerino. The conference focused on community colleges and public schools' best practices for workforce development. The session concluded with an economic update by Ms. Laura Ullrich, regional economist and senior manager at the Charlotte branch of the Federal Reserve Bank of Richmond.



Trustees Bill Henderson and Penny Hooper attended a meeting on January 30, 2025, with Lockhart and Banks Street neighbors to discuss lot re-parceling and rezoning. They said it was a positive meeting and the neighbors appreciated being updated. Trustees Penny Hooper and Rosa Langston attended the Martin Luther King Community Celebration at the Civic Center. Trustee Penny Hooper attended a meeting of the Conservation Committee on January 16, 2025.

Chair Darden said she attended the January Escoffier dinner. She said she was sorry to report the February dinner was sold out and encouraged all to attend future dinners. She said she believed the dinners had elevated to the next level. Chair Darden said the wine pairings were a great feature but her favorite part of the dinners was watching the pride of the student chefs when they speak.

Chair Darden said she enjoyed the team building exercise at the Culinary Center last week and she extended a big thank you to baking and pastry chef Rochelle Wert who instructed trustees in making macarons. She said she bought croissants and rolls at the Friday Bread Sale and reminded trustees that the last bread sale would be February 14, 2025.

Chair Darden said upcoming events included the NCACCT Law-Legislative seminar in Raleigh March 19-21 and the 28th Annual Black History Celebration at the Civic Center on Monday, February 17, 2025, at 6:00 p.m. She reminded trustees that several were overdue for ethics education and should contact Ms. McMahon for more details. Chair Darden noted trustees must submit the annual SEI by April 15, 2025.

VI. NEW EMPLOYEES

Dr. Brown introduced Ms. Valerie Ealey, the new Administrative Assistant in Applied Sciences. Ms. Ealey said she had worked as an administrative assistant since 1987. She said her background included 10 years active duty in the military and she has driven across the county four times. She said her family has long standing ties with the College as her mother completed Cashier's training when the College was Carteret Technical College. Trustees welcomed Ms. Ealey.

VII. PRESENTATION

Dr. Brown introduced Ms. Melanie Reels, Director of TRIO, to talk about the program. Ms. Reels presented an interesting and informative PowerPoint slideshow about the College TRIO program. Questions and discussion followed.

VIII. COMMITTEE REPORTS

A. Buildings & Grounds Committee

Chair Darden invited Trustee Henderson, Chair of the Buildings & Grounds committee, to update trustees on committee activity. Trustee Henderson said the Buildings & Grounds committee met on February 3, 2025, and on February 11, 2025, to discuss the Workforce Center design and budget.

Trustee Henderson said the Buildings and Grounds committee brings a motion to the Board to proceed to the design process for a 25,000 heated square foot building and +/- 3,500 usable outdoor space with a contract price not to exceed \$9,725,000. Furthermore, the Board of Trustees will continue to support the President in fundraising efforts.



Chair Darden invited any questions or discussion. Trustee Hooper asked if a 25,000 square foot building was smaller than originally proposed. Trustees Henderson confirmed it was. Trustee Henderson commented that the College has a good cross section of trustees that can bring different perspectives to a conversation. Trustee Brady said the priority remains getting the most value for the funds available. He said having reviewed the project timeline, trustees would have the opportunity to analyze the project costs.

The motion passed unanimously by voice vote.

B. Personnel, Policies & Bylaws Committee

Chair Darden invited Trustee Hooper, Chair of the Personnel, Policies & Bylaws committee, to update trustees on committee activity. Trustee Hooper said the committee met on February 5, 2025.

Trustee Hooper encouraged all to consider nominees for the Barwick award. She said the closing date for nominations was February 28, 2025.

Trustee Hooper said the committee reviewed the President's Evaluation Survey instrument and determined no revisions were necessary. She said the survey and Dr. Mancini's report will be distributed at the end of February.

IX. OTHER REPORTS

A. Foundation Liaison

Trustee Congleton reported that the Foundation's loan for the Big Rock Career Center had been paid off ahead of schedule. He said the boat yard staff had been relocated to the Big Rock Career Center. He confirmed the February Escoffier dinner was sold out. Trustee Congleton said more than 300 tickets had been sold for the Celebration on the Sound concert featuring Jefferson Starship. He reminded all that the Breakfast of Champions was scheduled for February 20, 2025.

Trustee Congleton said Ms. Reash and her team continue to do a great job. He reported that trustees have an 86% contribution rate. He reminded all of the "five rights" of giving. He said the key to fundraising success is the right person asking the right person, at the right time, for the right amount, for the right project. He asked trustees to continue to consider that philosophy as they support the College and the Foundation.

B. President's and Executive Leadership Council Reports.

Dr. Mancini said on Friday, February 14, 2025, she would host Crucial Conversations and Coffee in the Bryant Student Center. She said this engagement often leads to positive actions on campus. She said an SEC meeting was also scheduled for Friday and she was hosting a lunch for the Element 451 implementation team the same day.

Dr. Mancini said on February 7, 2025, the College was notified of a \$297,000 grant award from GoldenLEAF to start a program called Carteret Works. The College, public schools, and employers will work together to steer students through the public schools' CAPE program then into pre-apprenticeships and apprenticeships with programs run through the College. The funding will allow the



College to hire a program coordinator. She recognized Mr. Perry Harker, Mr. Kevin Daniels and Ms. Brandi McCullough for their work on the grant.

Dr. Mancini said the McGee boardroom is being used as temporary office space until Phase II of the McGee One Door renovations are complete. She said trustees should expect monthly meetings to be in the Foundation boardroom until the summer.

Dr. Mancini said the 28th Annual Black History Celebration will take place February 17, 2025, at 6:00 p.m. in the Civic Center. She said the theme is African Americans and Labor. She said the speakers include two Carteret CC graduates, Ms. Jenmekia Gay and Ms. Shameka Frazier. She said Ms. Gay has been hired at Coastal Community College as a welding instructor and Ms. Frazier is an ICU nurse at Carolina East. She noted that both were TRIO students.

Dr. Mancini said the latest Propel NC flyer is included with her report in the board packet. She said the Presidents' Association has invested a lot of time on the initiative with the goal to increase FTE in workforce sectors. Dr. Mancini said she has spent time talking with legislators and met with Representative Celeste Cairns this week to promote Propel NC. She said if Propel NC had been funded last year the College would have received \$1.1 million more from the state budget.

Trustee Hooper asked how trustees can participate in promoting the agenda. Dr. Mancini said Community College Day at the legislature is March 19, 2025, and the NCACCT Law-Legislative Seminar will launch on the evening of March 19, 2025. She said the College will form a delegation, to include trustees, students and staff, to meet with legislators.

Dr. Mancini thanked the leadership, faculty and staff for their work on behalf of the College.

C. FEC Report

In Mr. Ryan Adrick's absence, Dr. Brown spoke on behalf of the FEC. She said the FEC is finalizing the 60th anniversary dedication. She said FEC have been working on an updated faculty handbook which she now has for review.

Chair Darden invited Board comments.

XI. BOARD COMMENTS

Trustee Henderson said he wanted to highlight the trustee teambuilding last Friday and thank all who organized and participated in the event. He said it was thoroughly enjoyable.

Trustee Parker said she enjoyed the retreat and said it was meaningful to participate in a program that the College provides and thanked all who took part. She said she appreciated all the time and effort trustees put into their role, including asking questions about projects so trustees are confident in voting. She said Buildings and Grounds committee meetings have been great and what better way to launch Propel NC than with Carteret CC's Workforce Center.

Trustee Marek said she enjoyed the TRIO presentation, especially as it is a program that she was not familiar with.

Trustee Langston said she enjoyed the retreat and kudos to all involved. She said she was impressed with the TRIO program and acknowledged the work that has gone in to maintaining a 25-year program.



Trustee Meshaw said she was sorry to have missed the retreat. She congratulated the College on the recent GoldenLEAF award and recognized staff success in grant writing. She said she was glad the construction process is continuing.

Trustee Brady said it had been a good meeting and he recognized great leadership at the College.

Trustee Congleton said he appreciated open discussion between trustees, exemplified in recent Buildings and Grounds committee meetings.

Trustee Hooper said she agreed with fellow trustee comments. She said she had seen the TRIO program in practice when a faculty member and she thought it a great program. She said she had enjoyed the TRIO presentation. She said she was looking forward to the NCACCT conference and Community College day. She recognized Mr. Harker, Mr. Daniels and Ms. McCullough for their work on the GoldenLEAF grant. She thanked the Buildings and Grounds committee for their commitment.

Trustee Johnson said she enjoyed the retreat, saying it was the first time she had been in the kitchen at the Culinary Center. She said she had enjoyed Ms. Okun's presentation at the retreat and was pleased Ms. Victoria Washington was now working with her. She said the Buildings and Grounds committee are ensuring great progress and she enjoyed learning about TRIO.

Chair Darden said she thought the hiring fair with the ferry department at the Big Rock Career Center was a great event. Mr. Harker said there had been approximately 50 applicants. The ferry department hired around twenty on the day and more later. Chair Darden said the visual about retention in Dr. Mancini's report had been very powerful. The System Office has placed Carteret CC as one of the top eight in the state in retention success. She said the teambuilding activity at the retreat was a great exercise.

XVI. ADJOURNMENT

There being no further business, Trustee Hooper motioned to adjourn at 10:11 a.m. Trustee Langston 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

February 14, 2025

Melodie Darden, Chair of the Board of Trustees

Date

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

Date

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TO: Carteret Community College Board of Trustees

FROM: Dr. Tracy Mancini, President

DATE: March 6, 2025

SUBJECT: Board of Trustees March 12, 2025, Meeting



There has been a lot of activity as usual at the College this past month. Please be sure to read the reports from the leadership team if you have not already. The image on the right features **graduate, Bethany Lier**, who was a CCP student from Croatan HS, earned her Associate in Engineering degree from Carteret CC, and then completed her Bachelor of Science in Mechanical Engineering at NC State's Havelock campus. She is now employed as an engineer at the Fleet Readiness Center East (FRC East), supporting the H53 engine fleet. We hope to spread this information in our high schools so students realize they have the opportunity for an amazing education and career trajectory without having to move out of Carteret County.

On February 27, I sat on a panel with President John Gossett from Asheville-Buncombe Tech and Superintendents Rob Jackson and Eisa Cox from western NC and facilitated by Mike Krause, Senior Advisor at the John M. Belk Endowment, at the **Presidents and Superintendents annual meeting** in Greensboro. The panel presentation, "Lessons Learned from Natural Disasters and Crises: Insights from Community College Presidents and Superintendents," provided attendees with recommendations for disaster and crisis planning. I was able to share insights from the College's experiences with Tornado of 2013, Hurricane Florence in 2018, Hurricane Dorian in 2019, Coronavirus in 2020, and the local plane crash in 2022. We received positive feedback from attendees.

On February 28, I was the **keynote speaker** at UNC Wilmington's Watson College of Education's *Challenging the Paradigm 2025* Conference on "Programming that leads to sustainable jobs and career readiness, understanding neurodiversity and differently abled students, faculty, and staff." My presentation focused on the dignity of work and the successful efforts at Carteret Community College at



serving and preparing for the workforce students with intellectual and developmental disabilities, students in rehabilitation programs for substance abuse disorder, and justice-involved students on the way to re-enter mainstream society.

In my welcome for the Foundation's **Breakfast of Champions** on March 6, I gave attendees a tip-of-the-iceberg view of the variety of educational opportunities happening at Carteret Community College *just within the past two weeks*:

- 23 adults started a real estate class in the McGee Building
- 7 new Surgical Technology students learned to pass operating room instruments safely
- 24 incarcerated men at the Newport Corrections Center were taking masonry and horticulture classes
- 8 students are enrolled in the Saturday welding class being taught in Spanish
- 400+ high school students are taking tuition-free CCP classes and earning college credit
- 30 students with intellectual and developmental disabilities are taking adult high school classes at Wayne West
- 12 overly zealous boat manufacturing students sanded too much off the bow of a boat they built, and 1 excellent instructor spent extra time building it back up for them to try again
- 20+ patrons got to experience the magic hands of aspiring massage therapists
- 100 nursing students were in classes, labs, and clinicals at Carteret Health Care and other area hospitals
- 8 aquaculture students packaged hundreds of black-capped basslets to send off to our international partner Biota
- 40 entrepreneurs took a free "Mastering Chat GPT" class at the Small Business Center and 25 participated in the Business Roundtable
- 11 Baking & Pastry students and 20 Culinary Arts students competed in the regional SkillsUSA competition to determine which four would represent Carteret CC at States
- 16 BLET cadets are training to be law enforcement officers and 216 LEOs from near and far came to participate in a "Violent Crimes on the Coast" class held through Carteret CC at the DoubleTree
- 7 students are signed up to take the inaugural Commercial Fishing Academy

The support of our trustees, foundation directors, donors, sponsors, and volunteers makes all of this – and more – possible. Thank you.

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TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 2/28/25
SUBJECT: Workforce and Continuing Education March Board Report

The Big Rock/NCWorks Career Center Team hosted the North Carolina Ferry Division Hiring Event on February 5. Of the fifty job seekers present that day, nineteen were offered positions. The Ferry Division has scheduled a second hiring event for March 19 at the Career Center. In addition, the Career Center will also be hosting a hiring event for the Morehead City Marlins on March 12.

The Eastern Carolina Job Fair, a collaboration of various county agencies, will be held at the Civic Center on March 6 for citizens seeking employment. Over fifty employers are currently registered. Our Reentry Coordinator is serving on this committee to source justice-involved, friendly employers to participate.

We are working with Hope Mission and Loaves of Fishes Mission to schedule High School Equivalency courses at their facilities.

WCE EMS recently held a successful Tactical Emergency Casualty Care. Multiple county departments attended this specialized training. Link to Carteret News Times article:

https://www.carolinacoastonline.com/article_f4d60d3e-f453-11ef-9c45-a36c520be1d9.html

Hospitality and Culinary Arts will start the Adult FST program on March 10. This program is designed to serve adult students with intellectual and developmental disabilities. In addition, we have three successful evening classes at the HCAC: Mediterranean Cuisine, Cake Decorating Level One, and Professional Bartending.

Certified Nursing Assistant Chair Rhonda Piner has been selected to chair the NC SkillsUSA state first aid-CPR contest. Two students from NAS classes are competing: one in the CNA contest and one in the medical math contest. Rhonda has also been asked to participate as a subject matter expert in the NCCCS High School to Community College Articulation Agreement review process.

The Small Business Center launched *Pitch It Carteret* on February 3. This is a partnership with the Marine Federal Credit Union and the Small Business Centers at Carteret and Onslow Counties. Selected participants will attend the Small Business Academy, receive business counseling, and be eligible for funding to aid in funding their startup. The SBC is receiving \$10,000 from the Marine Federal Credit Union to run this program, \$6,000 directly to small businesses and \$4,000 for administration, promoting and the purchase of Live Plan, a business planning software.

The massage therapy program will visit Croatan, East Carteret High School, Carteret Health Care, Tiller, and Gramercy to provide chair massages to staff and allow students to practice their skills.

Seven students are enrolled in the Surgical Technology program that started on February 4. This is the first cohort for the program; the next cohort will begin in August 2025. We are starting a Surgical Technology apprenticeship program with Carteret Health Care. We have four of the seven students who



have applied for the apprenticeship program, which will allow the students to work at Carteret High Care while in the training program.

We are making the final additions to the bathrooms for the new classrooms at Carteret Correctional Facility. We already use the mobile classrooms with a temporary bathroom, and twenty-two students are enrolled in the Horticulture and Brick Masonry training programs.

The Golden Leaf Foundation awarded us \$297,860 in grant funding to support Carteret Works, a partnership with Carteret County Public Schools, local employers, and NCWorks. Carteret Works aims to increase the pipeline of students into the workforce by connecting high school and college students and disconnected adults to local businesses, creating pre- and post-admissions.

The North Carolina Community College System Office reappointed Perry Harker to serve on their Workforce Development Leadership Committee. This committee reviews and recommends state WCE policy and initiatives and recommends new or modified workforce courses/programs for state board approval. In addition, he is one of three Continuing Education VPs representing the Eastern Region.

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TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 03/03/25
SUBJECT: Board of Trustee 03/12/2025 Meeting

- We celebrated National Engineering Week in February by highlighting Bethany Lier, who is a graduate of Carteret CC's Associate in Engineering program. Bethany transferred into the NCSU Mechanical Engineering program at the Havelock campus. After earning her BS in Mechanical Engineering, she became an engineer at The Fleet Readiness Center. We are always so happy to share the success stories of our Associate in Engineering students who can finish their Mechanical or Electrical Engineering degrees locally and have their choice of regional engineering careers.
- The last dinner of the 24-25 Escoffier series was another sold out success! At the conclusion of the dinner, our students Bree Turbeville and Benjamin Knight were announced as this year's students chosen for the Goellner Exchange program. They will travel to France in the fall to spend 5 weeks working with and learning from French chefs.
- Our CCP student Kirsten Owens earned a Bronze Medal in Automotive Services Technology at the Eastern Regional High School SkillsUSA Championships at Pitt Community College in February. She will advance to the state competition which will be held on April 10th in Greensboro, NC. She has been taking classes under and being coached by our Automotive instructors, Brian Salter and Grant Seaton.
- Collaboration with Principal Davis, Croatan counselors, our CCP coaches, and Dean of Arts and Sciences has resulted in a mutually beneficial partnership for the College to teach Spanish 111 and 112 in the fall and spring, respectively, on the campus of Croatan High School. We are excited to offer this campus-based CCP opportunity, which will add to our other high school campus-based partnerships in Welding and Computer Information Systems.
- Carteret Health Care is partnering with our Associate Degree Nursing program to seek applicants from our nursing student cohorts for a summer, 8-week externship program which will allow our students to have immersive experiences in several departments in the hospital and to receive mentoring from CHC RN's.
- Director of HCAC and Special Populations Shana Olmstead and instructor Michelle Somogy presented their work with special populations and the CCP Food Service Technology certificate program at the annual Challenging the Paradigm conference at UNCW on February 28th. Community College leaders, NCCCS staff, and UNCW programs were eager to hear about the success of the academic program and the job placement outcomes for our students and plans to expand opportunities in other areas. The conference was an engaging opportunity to hear about how other colleges and UNCW are serving a population of students who have great potential to enter the workforce and become more independent citizens.



- Our Aquaculture instructors and three students are traveling to the World Aquaculture Conference in New Orleans where they will be exposed to current research, learn about active AQU projects around the nation, and publicize our program.
- The EMS program was the grateful recipient of a decommissioned ambulance from Western Carteret Fire Department. We took possession of the ambulance on February 25th. The apparatus provides the program with a second training vehicle students can use to practice proper ambulance operations and safety. Students will also be able to use the ambulance to practice real-life simulations in which they will drive the vehicle to a simulated patient located on campus, provide on-scene care, and transport the simulated patient to the Health Sciences Simulation Center Emergency Room for further management training.
- Recently, Director of Financial Aid Brenda Long and I were interviewed by EdNC, a statewide publication with the mission to, “provide residents and policymakers with nonpartisan data, research, news, information, and analysis about the major trends, issues, and challenges bearing on education.” Our College was featured as we are one of three colleges in North Carolina who consistently award 100% of our state childcare grant funds.

Our students and our college have to ensure that the policies and documentation of need and eligibility are meticulously followed in order to align with the criteria set by the state. Tracking the funding, documentation, and expending unallocated funds by the deadline is a laborious job, and the credit for setting up the processes and checks and balances for us to reach 100% disbursement is due to the experience, knowledge, and care of Director Brenda Long, and we will miss her leadership and her presence on our campus when she retires in June!

- Upcoming events:
 - March 6th and 7th Regional SKILLS USA contests in CUL/BPA/HOS hosted at HCAC
 - March 14th High School Forensics Day hosted by Carteret CC
 - March 20th and 21st State SKILLS USA contests in CUL/BPA/HOS and Mobile Electronics hosted at HCAC and MARTEC
 - April 8th third annual SciFest for aspiring young scientists 5pm-7pm, Bryant Building

TO: Carteret Community College Board of Trustees

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

DATE: March 3, 2025

SUBJECT: Board of Trustees March 12, 2025 Meeting

Finance & Administration Highlights

- Budget presentations were held with all academic programs and institutional support units to hear their needs.
- The F&A department is starting to review contracts and expenses, looking for ways cut costs and be more efficient. Results of the campus budget efficiency survey have been reviewed with ideas and suggestions being reviewed for implementation.
- Began county budget preparations for FY26.
- Completed financial audit with auditors from the State of NC. Auditors will be presenting their report to the Board of Trustees in May.

Budget/Expenditure Update

Carteret Community College Summary of Expenditures												
	State			County			Institutional			TOTALS		
	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget
1XX Institutional Support	\$ 3,593,168	\$ 2,323,439	64.7%	\$ 462,820	\$ 568,840	122.9%	\$ 236,824.71	\$ 142,386.00	60.1%	\$ 4,292,813	\$ 3,034,664	70.7%
2XX Curriculum Instruction	7,729,336	4,846,470	62.7%	-	-	0.0%	547,973	725,910	132.5%	8,277,309	5,572,380	67.3%
3XX Continuing Education	2,606,543	1,415,413	54.3%	-	-	0.0%	309,963	147,978	47.7%	2,916,506	1,563,391	53.6%
4XX Academic Support	1,288,156	824,001	64.0%	-	-	0.0%	314,790	347,619	110.4%	1,602,946	1,171,620	73.1%
5XX Student Support	1,259,105	785,982	62.4%	-	-	0.0%	1,063,095	470,347	44.2%	2,322,200	1,256,329	54.1%
6XX Plant Operations & Maint.	-	-	0.0%	2,952,180	1,915,260	64.9%	26,601	2,431	9.1%	2,978,781	1,917,691	64.4%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	141,104	117,685	83.4%	141,104	117,685	83.4%
8XX Student Aid	-	-	0.0%	-	-	0.0%	3,500,000	3,631,313	103.8%	3,500,000	3,631,313	103.8%
9XX Capital Outlay	1,048,961	511,393	48.8%	2,528,190	1,032,079	40.8%	6,428,328	(26,873)	-0.4%	10,005,479	1,516,599	15.2%
TOTALS	\$ 17,525,269	\$ 10,706,697	61.1%	\$ 5,943,190	\$ 3,516,179	59.2%	\$ 12,568,679	\$ 5,558,797	44.2%	\$ 36,037,138	\$ 19,781,673	54.9%

Financial Services

Bank Reconciliation Status Report											
	CORE BANKING				UNITED / TRUIST				FIRST CITIZENS		
	State Funds				Institutional Funds				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		



Emergency Preparedness and Security

- Meetings Attended
 - Awards and Graduation Meeting
 - Celebration on the Sound Safety Meeting
 - Staff Executive Meeting
- Other
 - Security Orientation for New Employees
 - Participated in 2 Weather Briefings with the National Weather Service Office for potential winter weather
 - Blocked off various parking areas for events on campus, bus parking for middle and high schools, and special exhibits

Athletics

- Currently having meetings with NJCAA administration as we prepare for launch Year 0 in July. The College will be voted on by the NJCAA Board of Regents in April for full membership.
- Ongoing conversations are occurring between Morehead City and the College regarding the use of facilities to serve as the home venue for baseball and women's soccer.
- Framework is being developed for the athletics program, along with launch and fundraising plans.

Grants

Carteret CC's Grants Management Office Report* - March 2025					
Funding Agency	Purpose	Amount Requested	Awarded	Not Awarded	New Prospect and/or Award
Department of Education Student Support Services Grant	<i>TRiO Program</i>	\$1,532,570	Award Notice - June		N
USDA - Ntnl. Inst. Food & Ag.	"Workforce Training Academies for Aquaculture & Horticulture @ Carteret CC"	\$649,886			N
STEMEast Network	MLK "Legacy of Learning" Daycamp	\$1,500	\$1,500		N
Norfolk Southern Corporate Giving Division	"Backing the Blue: Strengthening Carteret County's Law Enforcement Training"	\$50,000		\$50,000	Y
Duke Energy Foundation	"Outfitting Automotive Systems Technology"	\$25,000	\$25,000		N
Golden LEAF Foundation	"Carteret Works"	\$297,860	\$297,860		N
National Rifle Association	"Backing the Blue: Strengthening Carteret County's Law Enforcement Training"	In-Kind Equipment			Y
Dreyfus Foundation	"One Door to Better Serve & Empower Our Students"	\$20,000	Award Notice - April		N
Southern SARE (Sustainable Ag. Research & Education)	"Expanding Awareness & Participation in the Eastern NC Aquaculture Industry"	\$89,285			N
Centene Foundation	"One Door to Better Serve & Empower Our Students"	\$100,000		\$100,000	Y
Truist Foundation	"One Door to Better Serve & Empower Our Students"	\$100,000	Award Notice - April		Y
Cannon Foundation	"One Door to Better Serve & Empower Our Students"	\$100,000	Award Notice - March		N
NC GlaxoSmithKline Foundation	"Heath Heroes Camps"	\$50,000	Award Notice - July		Y
Firehouse Subs Public Safety Foundation	"Supporting Carteret's Hometown Heroes: Upfitting Fire Equipment to Save Lives"	\$27,927	Award Notice - April		Y
NC State & Local Cybersecurity Grant Program	"Securing the Future: Cybersecurity Program Modernization @ Carteret CC"	\$237,445	Award Notice - September		N
Sea Grant Community Collaborative	"Developing Plankton Harvest"	\$24,977			N
Sea Grant Aquaculture Legal, Regulatory & Policy Grant	"Compliance Software App for Oyster Farmers"	\$176,498			N
Sea Grant Aquaculture Internships	"North Carolina Aquaculture Industry Engaged Partnerships"	\$251,024			N
Alliance for Full Acceptance	"Embracing Full Acceptance @ the Rainbow Gala"	\$4,000	\$4,000		N
Dollar General Literacy Foundation	"Breaking the Cycle: Supporting GED Exam Preparation for Incarcerated Students"	\$10,000	Award Notice - May		N
Totals		\$3,747,972	\$328,360	\$150,000	30% New

*Letters of intent excluded to reduce inflated figures. Award notice timeframes are tentative. Federal grant submissions & awards in flux for unforeseeable future.

Current Funding Priorities		Grants' Office Primary Goal
"One Door to Better Serve & Empower Our Students" (McGee Renovation)	This list is not all-encompassing, however, these projects are the primary ones for which funding prospects are being pursued.	Systematically & aggressively research prospects & secure funding for prioritized projects @ Carteret CC
Workforce Center for Construction & Transportation Trades Bldg. (WCCTT)		
National Science Foundation - Advanced Technological Education		

TO: Carteret Community College Board of Trustees

FROM: Cindi Goodwin Sr. Director, Operations and Facilities

DATE: Feb 24, 2025

SUBJECT: Board of Trustee Meeting March 12, 2025, Facility and Operations Updates

- Workforce Center for Construction Trades and Transportation Technology:
 - Schematic Design in progress.
 - Project scheduling amendments
- Carteret CC One-Door (McGee Building):
 - Contracts issued to Berry Building Group.
 - Construction to begin February 24 and complete by July 6
- Renovations:
 - McGee Pipe renovation with Brady Services, COMPLETE. Additional pipe cleaning and water valve replacements continue with Carteret CC staff.
 - Howard Building – replacement in progress (long lead time for windows- still waiting delivery)
 - Bryant Center – renumbering to new sign standards in progress
 - Bryant Center – upgrade Veteran Services room (new furniture, window treatment and paint) – all have been ordered and painting to start in early March.
 - S2 door automation – Smith Building – install will begin in Spring
 - Miscellaneous Roof repairs – all buildings – still in progress
 - Modular Buildings –
 - Carteret Correctional – restroom remain in progress
 - Fire Station 2 -Crystal Coast Fire Academy classroom – installation of plumbing, walk ramps, classroom furniture and power in progress.
 - Pottery Center – relocated to Parks and Recreation – update water, sewer, kiln exhaust, service power and new outlets -COMPLETE
- O&F Team:
 - O&F has one opening for maintenance staff – review and interviews ongoing.
 - O&F staff are preparing request for County Budget.

Thank you,

Cindi Goodwin

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: February 28, 2025
SUBJECT: Board of Trustee March 12, 2025 Meeting Date

Fundraising and Donation & Resale Program Revenue:

As of the current date, the fundraising and Donation & Resale Program revenue for the current fiscal year amounts to \$294,736, Annual Fund \$43,923.

Endowment Funding:

Current endowment funding growth is \$387,809 to-date in the 2024-2025 fiscal year.

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.

- A new scholarship was established for the Aquaculture Program: Everett Long & NC Shell Club Scholarship.
- Executive Director is researching Alumni software.
- The Foundation's annual audit is complete, the auditing firm will report to the full Foundation Board on March 11, 2025.
- The Foundation's Development Committee met and reviewed 2024 events while moving forward with planning for 2025 fundraising events reviewing tasks and sponsorship goals.
- The Foundation's Finance Committee met and reviewed current financial reports, they also reviewed and approved renewal of invested funds in certificates of deposit.
- Foundation sponsored a table for the college at the Carteret County Chamber's Annual Business Luncheon Awards.



UPCOMING EVENTS/OPPORTUNITIES TO BE WITH DONORS

The Foundation will also be hosting a lecture in collaboration with UNC Humanities on the Road on February 28, 2025, "Hands are wanted to work in the fort": Black North Carolinians at Fort Macon in the Civil War Era. This lecture is free and open to the community: [Fort Macon Lecture - Carteret Community College](#) . We are expecting over 80 guests.



Save the date or purchase tickets for the following coming up later this spring:

- March 6th (was postponed due to weather) – Breakfast of Champions with sponsors and major donors (invitation only)
- March 26th – Donor and Recipient Scholarship Luncheon (invitation only)
- April 12th – Bird Bam Brunch: Mah Jongg Social Play Tickets: [Bird Bam Brunch: Mah Jongg Social Play](#) April 11th – Beginner Mah Jongg class.
- April 25th – Celebration on the Sound: [Jefferson Starship 50th Anniversary Tour at Celebration on the Sound Tickets, Fri, Apr 25, 2025 at 7:30 PM | Eventbrite](#)

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TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: March 3, 2025
SUBJECT: Board of Trustee March 2025 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Director, Dental Assisting	New	Ongoing positing
HS Selective Admission, Advising & Clinical Onboarding Specialist	Annettee McCracken	Toney Harstead DOH 3/3/25
Chair, English & Communications	Former Science Chair	Posting closes 4/6
Instructor, Biology (10-month)	Former English position	Posting closes 4/3
Instructor, Info Technology	Ken Martin (12/31/24)	Posting closes 3/5
Reference & Instruction Librarian	Eva Earles	Rashad Thomas DOH 4/10
Maintenance Technician	Todd Foster	Posting closed 2/26; applicants under review
Education Navigator	New (grant)	Interviews pending
Director, Financial Aid & Veterans Affairs	Brenda Long	Posting closes 3/31
Instructor, Cosmetology (12-mths)	New	Posting closes 3/14

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

Fiscal Year	FY2025	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	19	28	22	28	26	17	27	5
Internal Transfer/Promo	11	7	7	6	7	7	1	6
Total Hires	30	35	29	34	33	24	28	11
Retirement	7	9	7	11	9	4	2	4
Resignation	10	11	13	13	9	12	14	5
Involuntary resignation	2	3	2	3	6	2	3	1
Total Terms	19	23	22	27	24	18	19	10

Employee Headcount and Turnover

December Headcount		February Turnover	FY25 YTD Turnover	Historical Turnover
F/T Perm Faculty	64	0%	11.23%	FY24: 13.71%
F/T Perm Staff	100			FY23: 13.11%
P/T Perm Faculty	0			FY22: 16.36%
P/T Perm Staff	1			FY21: 13.35%
Total Perm	165			FY20: 8.48%
Total Payroll	319			FY19: 10.66%

Recent Employee Departures

Position	Name	Date
None		

TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 03/03/2025
SUBJECT: Board of Trustee 3/12/2025 Meeting

- Members of the SGA traveled to Pitt Community College on Saturday, February 8th, for the N4CSGA Eastern Division Meeting. Nine schools from the Eastern Division attended, allowing students to participate in workshops and network with peers from across the region.
- The Community College Legislative Assembly (CCLA) trip has been rescheduled for April 11th and 12th in Raleigh, NC. This event will allow students to meet legislators, visit the legislative assembly, and learn how to debate bills. It's a fantastic opportunity for community college students to gain firsthand insight into the legislative process.
- The SGA's annual Spring Fling is set for March 12th from 11 AM – 2 PM in the Civic Center, and this year's theme is Mardi Gras! Our Culinary, Baking, & Pastry students have been hard at work planning a menu that captures the festive spirit of the event.
- From March 21st – 23rd, the SGA will head to Raleigh for the N4CSGA Spring Conference at the Hilton Raleigh North Hills. This year's theme, Unity in Diversity, Leadership in Action, will set the stage for a weekend filled with leadership development, networking, and collaboration.
- We're excited that the SGA was selected as this year's Sweat Equity Grant recipient! The grant will support The Galley, our campus food pantry. To help raise additional funds, our SGA officers worked the Escoffier Dinner on February 25th. We hope the money raised will keep the pantry stocked for at least a year—possibly even two!
- The Branson Leadership Academy occurred on Friday, February 28th, from 10 AM – 2 PM in the Hospitality and Culinary Arts Center. This leadership development program empowers students by enhancing their leadership skills, fostering teamwork, and encouraging personal and professional growth. We had 11 students in attendance, all eager to strengthen their leadership abilities.

Throughout the day, participants engaged in interactive workshops, team-building exercises, and discussions on being an effective leader. Three engaging presentations were delivered, focusing on communication strategies, problem-solving, and the importance of adaptability in leadership roles.

One of the day's key highlights was a hands-on leadership activity that challenged students to think critically, collaborate, and step outside their comfort zones. The event wrapped up with a certificate presentation, recognizing each student's dedication and participation. The Branson Leadership Academy continues to be a meaningful opportunity for students to develop confidence, refine their leadership skills, and build connections that will support them throughout their academic and professional journeys.



TO: Carteret Community College Board of Trustees

FROM: Jennifer Maldonado-Castro

DATE: 3/4/2025

SUBJECT: Board of Trustee 3/12/2025 Meeting

- **Sweat Equity Grant & Escoffier Dinner:** We are proud to share that SGA was awarded the Sweat Equity Grant, which will be used to stock more supplies for The Galley, our campus food pantry. As a partner of the Eastern North Carolina Food Bank, we can purchase food at cents per pound, allowing us to stretch resources further and support more students. However, this partnership does not allow us to acquire hygiene products or household essentials like paper towels and soap—items that can make a big difference in students' lives. This grant will ensure that The Galley is well-rounded, providing everything a student might need to succeed.
 - As part of our grant requirements, SGA members volunteered at the Escoffier Dinner on February 25th, where we worked alongside the Floyds team, culinary students, and baking & pastry students. We assisted as servers and bartenders, ran food, refilled drinks, and connected with members of the community. It was a wonderful event, and we were glad to see some Board members in attendance!
- **Branson Leadership Academy:** SGA was honored to take part in the Branson Leadership Academy, named in memory of Nathan Branson, a beloved English instructor at Carteret CC. Branson was deeply committed to student learning, engagement, and leadership development. He was championed for always taking time to get to know students and their stories to best help them.
 - The leadership academy was an invaluable day of professional development, where students learned key leadership skills and connected with faculty and staff. A huge thank you to Toastmasters, Christine Turner, and Karen Bochnovic for their inspiring talks, as well as to Kristian Jenkins for organizing the event.
- **Spring Fling:** Our Spring Fling is right around the corner! On March 12th from 11 AM - 2 PM, students will enjoy a Mardi Gras-themed celebration featuring:
 - Over 25 activities, games, and resource tables
 - Food provided by the Culinary students, including a meal served inside and the food truck outside
 - Cake walk, with desserts provided by the Baking & Pastry students
 - Photo booth with a festive background
 - Plenty of beads for everyone



The weather is expected to be beautiful, and we warmly invite any Board members to stop by. Feel free to grab a sweet treat, play a game, or even win a prize. We would love to see you there.

- **Sport Center Partnership** - SGA is excited to announce a new partnership providing Carteret CC students with free access to the pool and basketball court on select days throughout the month by simply showing their student ID. This initiative encourages students to stay active and take advantage of local recreational opportunities, promoting both physical and mental well-being. We are thrilled to offer this benefit and look forward to seeing students make the most of it!
- **Community College Legislative Assembly (CCLA) in Raleigh** – Due to weather concerns CCLA was postponed but will now take place in April. We are still planning to attend, and more details will be shared soon.
- **N4CSGA Spring Conference** - At the end of the month, SGA members will travel to Raleigh for the N4CSGA Spring Conference. This statewide gathering brings together community college student leaders from across North Carolina to participate in workshops, leadership development, and advocacy efforts. We look forward to representing Carteret CC and gaining valuable insights that will help us continue to serve our students effectively.

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