



TO: All Members of the Board of Trustees
 FROM: Dr. Wrenn Johnson, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, March 11, 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 (February 11, 2026, Attachment 1)	Chair Johnson
IV.		NEW EMPLOYEES & APPOINTMENTS A. Barbara Maia B. Danielle Grady C. Melanie Boudreau D. Richard Buday E. Katie Swanson F. Justin Burkhart G. Blake Herring H. Jenny Wilson I. Robbie Park	Chair Johnson Dr. Maggie Brown, Mrs. Laurie Freshwater Mr. Jeremy Thompson Mr. Scott Lane
V.		PRESENTATION A. WCE - College and Career Readiness	Chair Johnson Mr. Perry Harker, Mr. Chris Matthews
VI.	*	COMMITTEE REPORTS A. Curriculum & Student Support B. Personnel, Policies & Bylaws	Chair Johnson Trustee Rosa Langston Trustee Penny Hooper
VII.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 2,3,4,5,6,7,8,9,10,11,12,13)	Chair Johnson Trustee Mort Congleton Dr. Mancini
VIII.		BOARD COMMENTS	Chair Johnson/Trustees
IX.		CLOSED SESSION in accordance with N.C. GS 143-318.11(a)(2); approval of BOT closed session minutes January 14, 2026	Chair Johnson
X.	*	ADJOURNMENT	Chair Johnson

*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
March 21, 2026	Sound Discoveries: Henna Lecture & Art Workshop	5:30 p.m. – 7:00 p.m.	Joslyn Hall & McGee 205
April 15, 2026	SEI due		



April 18, 2026	Bird Bam Brunch: Mah Jongg New Card & Social Play	10:0 a.m. – 1:00 p.m.	HCAC
April 21, 2026	Sound Discoveries: “Blue Carbon” Fil Screening	5:00 p.m. – 7:00 p.m.	Joslyn Hall
April 22-24, 2026	2026 NCACCT Law-Legislative Seminar		Embassy Suites Raleigh-Durham Research Triangle
May 8, 2026	Celebration on the Sound with Great White	7:00 p.m. – 9:30 p.m.	Crystal Coast Civic Center



CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

February 11, 2026

I. CALL TO ORDER

Following proper public notification, Chair Wrenn Johnson called the Carteret Community College Board of Trustees meeting to order at 9:00 a.m. on February 11, 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
Dr. Wrenn Johnson

Mrs. Rosa Langston
Mrs. Kelly Marek
Mrs. Dee Meshaw
Mrs. Catherine Parker
Mr. Will Rogers

Trustees Absent

Mrs. Penny Hooper
Mr. Doug Starcke

SGA Present

Ms. Marley Ward, 2025-2026 SGA President

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
Mrs. Amanda Bryant	Senior Director, Human Resources
Mr. Curtis Gillikin	Director, Campus Information Technology
Mr. Richard Abell	Director, Security & Emergency Preparedness
Ms. Brenda Reash	Executive Director, Foundation
Ms. Logan Okun	Senior Director, Marketing & Communications
Mr. Scott Leahy	Director, Marine Trades, SEC Chair
Mrs. Doree Hill	Dean, Arts, Sciences & Academic Success
Mrs. Karen Bochnovic	Chair, Academic Success & Teacher Preparation
Miss Angela Hiley	Executive Assistant to the President, Assistant Secretary to the Board

Guests Present

Ms. Cheryl Burke	Reporter, Carteret County News-Times
Mses. Naomi Chappell, Robyn Eiler and Kathy Leffler	Members, Beaufort Woman's Club



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

A. Chair Johnson recognized Mses. Naomi Chappell, Robyn Eiler and Kathy Leffler of the Beaufort Woman's Club who presented a scholarship check for \$2,000. Chair Johnson said that, with a legacy spanning over a century, the club has consistently made a positive impact on the community. Through its dedication to preservation, revitalization, education, and support for the economically disadvantaged, the Beaufort Woman's Club continues to play a vital role in fostering growth and well-being. The Beaufort Woman's Club Scholarship is awarded to students who meet the following criteria: maintaining a minimum 2.5 GPA, being a non-traditional student, a single parent, a resident of Carteret County, and enrolled at least half-time. Since 2019 the club has provided over \$16,000 in support for Carteret Community College students through the Foundation.

III. APPROVAL OF AGENDA

Chair Johnson presented the February 11, 2026, agenda for approval by the Board.

Trustee Will Rogers motioned to approve the February 11, 2026, agenda. Trustee Dee Meshaw seconded the motion. The motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

Chair Johnson presented the January 14, 2026, minutes for approval by the Board.

Trustee Mort Congleton motioned to approve the January 14, 2026, minutes. Trustee Rosa Langston seconded the motion. The motion passed unanimously by voice vote.

V. NEW BUSINESS

1. Supply and Course Fees

Chair Johnson recognized Dr. Mancini to present a request for approval of new course fees. Dr. Mancini said that the Curriculum and Student Support committee typically reviews course and live project fees. However, today's request was prompted by the One College reorganization, which has resulted in the development of additional short-term workforce training opportunities.

She said that the combined Culinary, Horticulture and Special Programs areas have developed a series of new courses and are requesting approval to begin offering them this month. The proposed course fees range from \$120 for a four-class program to up to \$300 for a six-class program, covering both course costs and necessary supplies.



Trustee Rogers motioned to approve the start of the new courses and their associated fees. Trustee Bill Henderson seconded the motion. The motion passed unanimously by voice vote.

VI. PRESENTATION – ONE COLLEGE TEACHER TRAINING

Dr. Brown introduced Mrs. Doree Hill, Dean of Arts, Sciences & Academic Success, and Mrs. Karen Bochnovic, Chair of Academic Success & Teacher Preparation, to talk to the board about teacher preparation programs under the One College model. Mrs. Hill said she was excited about the changes implemented since August, when WCE courses were added. She said teacher preparation transfer programs were progressing well, and she felt the College is effectively meeting the needs of the community.

Mrs. Bochnovic delivered an informative PowerPoint presentation on Teacher Preparation and Workforce Education. During and following the presentation, trustees engaged in discussion and Mrs. Bochnovic addressed their questions.

VII. COMMITTEE REPORTS

A. Personnel, Policies & Bylaws Committee

In Trustee Hooper's absence, Chair Johnson asked Dr. Mancini to address the full board on the activities of the Personnel, Policies & Bylaws committee. Dr. Mancini said that, over the last several meetings, the committee had conducted a thorough review of the Bylaws and Governing Policies. She said the Bylaws and Governing Policies, with the proposed revisions, had been distributed to the board in advance of today's meeting and she invited any questions.

There being no questions, Dr. Mancini said the Personnel Policies & Bylaws committee brings a motion to the full board to approve the revisions to the Bylaws and Governing Policies as presented.

The motion passed unanimously by voice vote.

Dr. Mancini said the committee had reviewed the President's Evaluation Survey and shared that it would be distributed to trustees via email before the end of February, with a completion deadline of March 22, 2026.

VIII. OTHER REPORTS

A. Foundation Liaison

Trustee Congleton said several events were upcoming. He said the Dental Assisting Program Ribbon Cutting would take place February 17, 2026, at 5:30 p.m., with attendees gathering at the Big Rock Career Center. He said the Breakfast of Champions, celebrating sponsors and major donors was scheduled for February 18, 2026, at 8:30 a.m. at the Hospitality & Culinary Arts Center, and the Black History Celebration was scheduled for February 23, 2026, at 6:00 p.m. in Joslyn Hall.

He reported that participation in annual giving by the Board of Trustees and the Board of Directors is nearing 100%, and employee giving participation stands at 63%.



B. President's and Executive Leadership Council Reports

Dr. Mancini welcomed trustees and said the board packet included many informative reports.

Dr. Mancini said trustees would have an opportunity to visit the Dental Assisting facility later in the day, schedules permitting. She said the One Door Phase III renovation was currently ahead of schedule, and site work for the Workforce Center for Construction and Transportation Trades continues to progress.

She recognized Mrs. Hill and Mrs. Bochnovic for their excellent presentation, noting the teacher preparation programs exemplify the direction of the One College model and demonstrate the outcomes achievable when curriculum and workforce programs are combined.

In response to Trustee Congleton's inquiry regarding the state budget, Dr. Mancini confirmed that no state budget has been approved and employees have not received raises. Dr. Mancini said that when the legislature reconvenes in April, the NCCCS will advocate for Propel NC and for community college personnel to receive pay increases that are commensurate with those increases awarded to other state employees. She reminded trustees that the lack of a state awarded pay increase, coupled with the increase in state health plan premiums, resulted in most employees experiencing a net decrease in take home pay beginning in December 2025. Considering this, she commended her team for the workload they continue to take on.

IX. BOARD COMMENTS

Trustee Henderson commended Mr. Harker and his team for hosting the fifth annual job fair with the NC Ferry Division, and he recognized Dr. Brown for pursuing an agreement for the College to serve as Fayetteville State University's community college partner for their Military Fast Track program.

Trustee Congleton thanked Dr. Mancini for arranging presentations for the board, noting how helpful they are in providing program insight. He informed trustees that a bake sale would be taking place in the HCAC on February 12, 2026, starting at 10:00 a.m.

Trustee Darden thanked Mrs. Hill and Mrs. Bochnovic for their presentation, noting that their responsiveness and flexibility reflect the broader philosophy of the College. She said she appreciated their proactive approach in engaging the community and ensuring programs are aligned with community needs.

Trustee Parker said the presentation was excellent and said, as a parent of three children in the county public school system, she knew firsthand of the need for teachers in the area.

Trustee Meshaw said it had been a good meeting. She said she was excited about progress on the Workforce Center and stressed the importance of the project staying on schedule so that it can soon become fully operational. She spoke about the national shortage of electricians and the growing demand for technicians to support data centers, driven by the expanding role of AI. Trustee Meshaw said she was curious as to how the state and the NCCCS plan to integrate AI.

Dr. Mancini said staff have access to extensive materials and webinars on AI and affirmed that the College recognizes the need to incorporate AI across all programs.

Trustee Rogers agreed, noting AI is affecting all fields and said the College should leverage AI for both instructional purposes and institutional operations.



Trustee Langston said AI in education must be addressed at both the local and national levels. She said teacher salaries also need to be addressed. She said she was happy to learn about the College’s efforts to help individuals become teachers, but said salaries need to be competitive to retain them in the profession.

Ms. Ward said it had been a good meeting. Chair Johnson thanked Ms. Ward for her written report, noting the attention to detail.

Trustee Marek said she appreciated the presentation and was pleased to hear that high school students have opportunities to explore careers in education.

Trustee Brady said he enjoyed the presentation and thought the teacher preparation program represented an example of how Carteret Community College responds effectively to community needs.

Chair Johnson also said it had been a great presentation and that the written reports in the board packet were strong.

Trustee Parker directed the board’s attention to the FEC report included in the board packet, noting that the FEC is working with the AI taskforce to develop policies and guidelines for AI use on campus. Dr. Mancini added that she has received sample AI policies from Dean Shatley, an Asheville based attorney who specializes in advising K-12 and higher education institutions. She said the College is actively working to formalize an AI policy.

X. ADJOURNMENT

There being no further business, Trustee Parker motioned to adjourn at 9:58 a.m. Trustee Darden 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
February 13, 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: March 6, 2026
SUBJECT: Board of Trustees March 11, 2026, Meeting

Wednesday, March 4, was a great day: I got to serve as a “patient” for a **Radiography Tech** student who was completing her lab exam early before she gives birth to her first child in the next couple of weeks; the **Photography students** pulled me aside to act as a “model” while they practiced using a reflective screen to offset sunlight in outdoor portraiture; and I went up to see the evening **Esthetics class**, serving as a “client” for a facial. Then on Thursday, March 5, Mr. Harker and I got to congratulate 30 students who received Workforce Continuing Education scholarships from the **State Employees Credit Union’s Bridges to Careers scholarship program**. These students – in **Dental Assisting, Nurse Assistant, Pharmacy Tech, and Barbering** – showed up on a weeknight to thank SECU staff for their generous support, and four of the students extolled their **dedicated, supportive instructors** and the life-changing opportunity the scholarship is affording them. The students I engaged with this week were enthusiastic about their education and training programs and optimistic about their futures. Great interactions like these happen at Carteret CC every day.



Superintendent Richie Paylor and I attended the **6th Annual Presidents/Superintendents Meeting** sponsored by the John M. Belk Endowment in Greensboro February 25-26. We heard speakers and panels on intergenerational communication, embracing appropriate AI usage in education, high school and community college summer camp partnerships, and ways to engage “Opportunity Youth” – young people between the ages of 16 and 24 who are not in school, not working, and not seeking either.

Element 451 CRM (Customer Relationship Management) software was launched successfully this month. Element will improve recruitment and retention efforts and enable College staff to streamline and automate work. The time, effort, and critical thinking to get us to this launch has been extensive. Many thanks to **Logan Okun, Nic McGee, Jonathan Tyndall, Elizabeth**



New, Tobi Finizio, Caitlin Rocci, and all members of the implementation team who worked tirelessly behind the scenes to install, connect, and learn to use this software. We are developing a training and maintenance plan to continue the rollout and increase widespread usage of Element 451 by faculty and staff. As we do, we will provide the Board with updates on outcomes and benefits.

Board Chair Johnson and I were asked by the Association of Community College Trustees to submit a letter of support for CCAMPIS (Child Care Access Means Parents in School) to Congressman Murphy. Carteret CC is the only community college in North Carolina that currently receives federal CCAMPIS funds, which help bridge childcare costs for parents pursuing post-secondary education. Nationwide, nearly one in five undergraduates is a parent. Research shows that CCAMPIS significantly improves college persistence, completion, and economic mobility for recipients. Read more in this [fact sheet from the Association of Community College Trustees \(ACCT\)](#). **Melanie Reels** and her **TRIO team** do a fantastic job of managing this federal award and making sure students have access to resources.

In response to Trustees' questions last month, Dr. Brown's report includes examples of how our faculty and programs are preparing students and employees for **Artificial Intelligence (AI)**.

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 03/02/2026
SUBJECT: Board of Trustee 03/11/2026 Meeting

- I have some updates regarding the BOT's interest last month in how the college is preparing our students and community for Artificial Intelligence. The following is a highlight of several items. Almost every program is acknowledging the use of professional AI in some way.
 - Our Paralegal program uses courseware in the Legal Research and Writing I LEX 120 course that has a segment on AI in legal research. Students read briefs regarding cases in which lawyers have been reprimanded or disbarred due to not verifying the accuracy of case research generated with AI. Students are tasked with verifying information and weeding out AI hallucinations in sample legal research projects.
 - Many transfer and nontransfer degrees include CIS 110, Introduction to Computers. This course has a unit on AI ethics and prompt engineering.
 - Our College has just successfully gotten through the process of becoming approved to offer a suite of courses and training through Google AI for Education Accelerator. Students will be able to get AI assistance with studying, research, exam preparation, career exploration, and career readiness from research to mock interview feedback.
 - Our Dean of Business and Commercial Enterprises has been selected by the NCCCS office to participate in an AI Alignment Project focused on developing partnerships and continuing the development of courses and credentials related to AI.

- Our Admissions Department continues to be actively engaged in our public schools and within the community to share opportunities and information about our College. These are just a few of their events this month.
 - 3/12--Basic Skills Tour – BLET/Criminal Justice
 - 3/13 – High School Health Science Day
 - 3/17 - FASFA/College application workshop @ East Carteret
 - 3/19 – Basic Skills Tour – EMS
 - 3/26 – Basic Skills Tour – Business & Radiography
 - 3/27 – Spa Services Day

- At the last Escoffier dinner in February, we announced that a record breaking 5 Culinary and Baking and Pastry graduates will participate in the working trip to France this fall. Félicitations to our students: Micah Mason, Trevor Torrence, Ben Kucera, Ashley Clapp, and Chase Bennett!

- Our Annual Spring Plant sale from our Horticulture department will be on 4/3, 9am-5pm in the greenhouse. Get there early! Our students have been hard at work cultivating beautiful annuals, perennials, houseplants, and herbs.

- Our first Education and Career fair will be held on March 16th at 5:30pm in the Bryant Student Center. There will be information on teaching at all levels from Effective Teacher Training (substitute teacher certification) to early childcare credentials, and transfer programs toward public school certifications in grades K-12. Universities, Carteret County Public Schools, Carteret private schools, and the Big Rock Teaching Scholarship will be featured partners.
- Our HCAC will host the SkillsUSA Culinary, Baking and Pastry, and Food Service competitions: March 4th for regionals and March 19th and 20th for state.
- Ready to dive into Aquaculture? Take your Diving Certifications to the next level! For those currently Open Water certified, you will gain certification and skills in the following areas
 - Advanced Diver
 - Rescue Diver
 - Nitrox
 - Underwater navigation
 - First Aid/CPR
 - Oxygen Provider for the Professional Rescuer
 - Underwater Digital Photography
 - Fish and Invertebrate Identification
 - AAUS Scientific Diver
- The Culinary Arts program hosted our first ESL ServSafe class in Spanish. 12 students attended the training, and all 12 students passed the exam!

Register now for Operational Diving (classroom) March 9 - May 18 <https://carteret-register.fundfive.com/course/section/29640>

Operational Diving Skills (in-water training) June 3 - July 22 <https://carteret-register.fundfive.com/course/section/32030>

Total Cost \$671.10 - Scholarships are available!

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 3/02/2026
SUBJECT: Workforce and Continuing Education March Board Report

College & Career Readiness (CCR)

College & Career Readiness continues to expand access and re-engagement pathways for adult learners. We are developing an on-site English as a Second Language (ESL) partnership with Veneer Technologies. This employer-based model will allow us to deliver instruction directly at the workplace, strengthening employee retention and advancement opportunities.

Additionally, CCR recently met with Young Life Ministries in Morehead City to explore partnership opportunities to serve high school students who have dropped out or are at risk of doing so. The goal is to connect these students to Adult High School or High School Equivalency pathways and provide earlier intervention and re-engagement support.

Health Sciences Programs

The College and the Chamber of Commerce recently held a ribbon-cutting ceremony at the new Dental Assisting facility. The event was well attended and highlighted the new program's equipment and training curriculum.

The Nurse Aide program continues to demonstrate strong outcomes. Graduation is scheduled for May 6, 2026, at 5:00 p.m. in the Civic Center. This cohort includes sixty-five graduates, six of whom are apprenticeship students employed by Carteret Health Care. Additionally, CNA Chair Rhonda Piner has been selected to chair the NC SkillsUSA First Aid/CPR competition. Three of our apprenticeship students, all employed at Carteret Health Care, will compete at the state level.

Apprenticeships & Employer Engagement

In partnership with Carteret County Public Schools, Carteret Community College's Carteret Works, and Carteret Health Care, we are finalizing development of a pre-apprenticeship nursing pathway. This model will allow high school seniors to begin CNA coursework during the school day at Carteret Health Care, transition seamlessly into the Associate Degree Nursing program, and graduate at minimal cost. ApprenticeshipNC will support students through registration assistance and stipends. Students will maintain employment with Carteret Health Care throughout their educational progression. The first information session welcomed thirty high school students and family members, demonstrating strong early interest.

The Big Rock Career Center hosted job fairs for Carteret County Government, Parker Offshore, Carteret Speedway, Carteret Health Care, and the local McDonald's franchise. Employer engagement remains strong and diversified.



Public Safety & Fire Training

The Fire Training Facility continues to expand its regional impact. During the week of February 23, the Crystal Coast Water Rescue team conducted multi-department training involving agencies from Carteret and Beaufort counties. The week of March 2nd, departments from Carteret and Craven counties participated in live-fire training exercises. Utilization and regional partnerships at the facility continue to grow.

Reentry & Workforce Support Services

The Reentry program continues to support justice-impacted individuals and those with a substance disorder use history by connecting them to education, employment, and community resources. Recent outcomes include: three individuals assisted with housing, four securing employment, and one enrolling in WIOA-funded education. We met with the Food Bank of North Carolina to explore food distribution support at the NC Works site and continue expanding partnerships related to transportation and basic needs support.

Trade & Transportation

Cohort six of the Carpentry Academy began in mid-February. We are coordinating site visits with Daniels & Daniels, the general contractor for the new Trades and Transportation building, along with subcontractor presentations to expose students to real-world construction practices.

Spa Services & Cosmetology

Spa Services hosted a Middle School Spa Academy Day on February 20, welcoming students from Morehead City, Newport, Down East, and Beaufort Middle Schools. Students toured facilities and participated in hands-on learning activities to increase early-career awareness.

The Cosmetology program graduated ten students in December. The program achieved a 100% pass rate on both the written and practical licensure examinations on the first attempt. Many of the students are employed locally.

Regional Workforce Events

The annual Eastern Carolina Job Fair will be held on March 16, 2026, at the Civic Center. More than fifty employees are currently registered. The event will include a designated time for Carteret County high school students before opening to the public. Our Reentry Coordinator is serving on the planning committee to recruit employers willing to hire justice-involved individuals.

The college welcomed the NCSU Institute for Emerging Issues Forum on campus last week. The statewide event was streamed live and focused on the water and wastewater challenges facing our state. Perry Harker participated in the panel, The Next Wave: Investing in the Water Workforce, and shared how Carteret CC provides training to this industry sector.

TO: Carteret Community College Board of Trustees
FROM: Scott Lane, Vice President of Finance & Administrative Services
DATE: March 2, 2026
SUBJECT: Board of Trustees March 11, 2026, Meeting Report

Athletics

- **Head Coach Recruitment:**
 - **Jenny Wilson** has been hired as the women's cross country head coach, after Chris Dettle withdrew his acceptance. Jenny is a seasoned distance specialist with USA Track & Field certification specializing in cross country. She has served as an assistant coach at East Carteret High School and is currently a Physical Therapist Assistant at Carteret Health Care.
- **Recruiting:** Each of the head coaches has hit the recruiting trail and are actively signing student-athletes to fill out our inaugural rosters.

Auxiliary Services

- The College has notified Follett, the third-party operator of our bookstore, that we will not renew our agreement when it expires on June 30.
- Planning is underway to transition the bookstore back to an in-house operation effective July 1.
- Justin Burkhardt has been hired as the Director of Retail Services and will begin on March 9. Justin most recently served as the Auxiliary Services Manager at Coastal Carolina Community College, which operates its bookstore in-house.

Financial Aid & Veterans Services

- **Outreach:** The Financial Aid Office hosted a FAFSA session at East Carteret High School on February 17. We assisted approximately 10 students and their parents with completing the FAFSA application and submitting their application for admission to the College. This event continues to be very beneficial for students, and they have expressed appreciation for our ability to visit the school at least three times each year.
- **Institutional Scholarships:** All institutional scholarships have been fully awarded and thank you letters have been mailed to donors.
- **FAFSA Assistance:** The first round of financial aid refund checks for the spring semester were issued on February 18. The Office remains busy processing FAFSA applications, assisting students and parents with completing their applications, and supporting our veteran students.
- **Financial Aid Coordinator:** Katie Swanson, who has nearly 10 years of experience working in the financial aid office at Craven CC, started on March 2 as our new Financial Aid Coordinator.

Budget

- The College received an additional state allotment of \$352,042 from the Enrollment Growth Reserve for experiencing an enrollment increase greater than 5%.

STATE BUDGET SUMMARY				
<i>As of 2-28-26</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$4,181,648	\$2,541,448	\$1,640,200	60.8%
Curriculum Instruction	\$8,074,957	\$5,158,815	\$2,916,142	63.9%
Workforce & Continuing Education	\$2,381,365	\$1,612,534	\$768,831	67.7%
Academic Support	\$1,115,518	\$866,456	\$249,062	77.7%
Student Support	\$1,155,005	\$724,693	\$430,312	62.7%
Capital Outlay	\$300,201	\$307,618	-\$7,417	102.5%
Totals	\$17,208,694	\$11,211,564	\$5,997,130	65.2%

COUNTY BUDGET SUMMARY				
<i>As of 2-28-26</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$582,613	\$555,682	\$26,931	95.4%
Plant Operations	\$3,017,387	\$1,967,577	\$1,049,810	65.2%
Capital Outlay	\$2,387,555	\$968,407	\$1,419,148	40.6%
Totals	\$5,987,555	\$3,491,666	\$2,495,889	58.3%

INSTITUTIONAL BUDGET SUMMARY				
<i>As of 2-28-26</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$85,234	\$162,312	-\$77,078	190.4%
Curriculum Instruction	\$736,214	\$638,599	\$97,615	86.7%
Workforce & Continuing Education	\$461,261	\$132,746	\$328,515	28.8%
Academic Support	\$73,284	\$101,055	-\$27,771	137.9%
Student Support	\$793,028	\$569,394	\$223,634	71.8%
Plant Operations	\$16,251	\$8,123	\$8,128	50.0%
Proprietary	\$114,920	\$150,887	-\$35,967	131.3%
Student Aid	\$4,200,000	\$4,197,315	\$2,685	99.9%
Capital Outlay	\$9,375,000	\$553,834	\$8,821,166	5.9%
Totals	\$15,855,192	\$6,514,265	\$8,940,927	41.1%

Emergency Preparedness and Security

- **Meetings and Professional Engagement**
 - Employee Meeting
 - Staff Executive Committee
 - President's Listening Tour
 - SGA's Senate Meeting
 - Verkada Camera Systems Zoom Meetings
 - Met with Cosmetology Class alongside Dean of Student Services
 - Blocking off parking lots for various events

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: February 27, 2026
SUBJECT: Board of Trustees March 11, 2026, Meeting Date

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

- Board of Trustees – 92%
- Board of Directors – 95%
- Employees – 63% participation Campus Week of Giving

Annual Fund Unrestricted Gifts: \$39,623 (110.07% of goal)

Fundraising Revenue: \$373,810 (52.63% of goal)

Endowment donations/growth this year-to-date: \$69,753

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.
- Opened registration for all Summer Youth Camps on February 16; 15 camps are currently available, with 6 already sold out.
- Women on the Water (March 31) has reached capacity with 125 registrants.
- Finalized the T. Harris Captain's Scholarship to support students enrolled in Marine Trades programs.
- Hosted the *Breakfast of Champions* on February 18 with 40 attendees.
- Convened the Foundation Development Committee on February 20 for updates on fundraising initiatives and event planning.
- Convened the Governance Committee on February 23rd to review College Policies that pertain to the Foundation.
- Coordinated and hosted the Dental Assisting Program Ribbon Cutting in partnership with the Carteret County Chamber of Commerce.
- Supported the Black History Committee Celebration by helping to recommend and secure speakers, contributing to the honorarium, and assisting with food arrangements.
- Canceled the Battle of the Bands event with Jack's Waterfront Bar.
- Hosted *Sound Discoveries: Med Instead of Meds* on February 18 with 21 participants.

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

- **Sound Discoveries Lecture: Henna Lecture and Art Workshop** in collaboration with UNC Humanities on the Road, March 31, 2026, Joslyn Hall [Sound Discoveries: Global Arts Workshop - Henna](#)
- **STEM Day** – April 16th [STEM Day at Carteret Community College](#)
- **Celebration on the Sound** tickets are on sale, May 8th - celebrationonthesound.com
- Life Enrichment Classes to explore: [Life Enrichment - Carteret Community College](#)

Dental Assisting Ribbon Cutting, February 18th



Escoffier Dinner, February 24th



TO: Carteret Community College Board of Trustees
FROM: Angela Hiley, Grants Coordinator
DATE: 2/26/26
SUBJECT: Board of Trustee 3/11/2026 Meeting

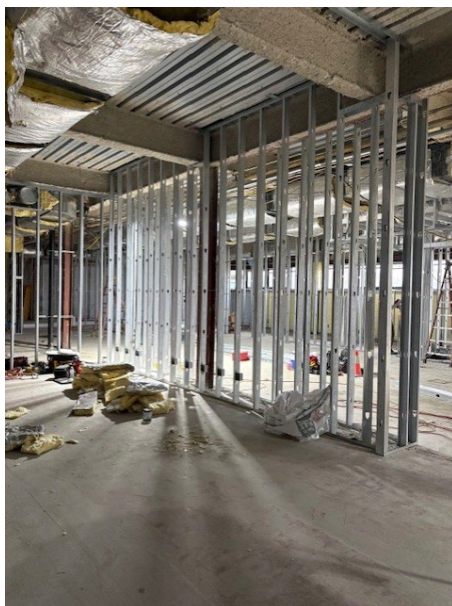
Carteret Community College Grant Status Report				
Grant Information			Grant Status	
Funding Organization	Purpose of Grant	Amount Requested	Application Submitted	Status
Duke Energy	WCCTT – Electrical training equipment	\$24,825.00	February 2026	Open
Dollar General	Adult Literacy (CCR)	\$10,000	February 2026	Open
AFFA	SAGA Club Support	\$4,000	January 2026	Open
Firehouse Subs	First Responder Equipment	\$28,854.53	January 2026	Open
NC State & Local Cybersecurity Grant	Two firewalls & three-year support contract	\$98,982.24 (40% match)	November 2025	Open
Truist Foundation	WCCTT Capital	\$100,000	November 2025	Open
Ferguson	WCCTT Equipment	\$10,000	October 2025	Did not win
Dreyfus Foundation	WCCTT Equipment	\$15,393	October 2025	Open
NSF (ATE)	Marine Trades – All Things Boat	\$471,443	September 2025	Open
Weyerhaeuser	WCCTT Equipment	\$28,107	September 2025	Did not win
Big Rock Foundation	WCTT Capital	\$500,000	August 2025	Awarded \$100,000
Philip L. Van Every Foundation	WCTT Capital	\$50,000	August 2025	Awarded \$50,000
USDA National Institute of Food & Agriculture	Workforce Training Academies for Aquaculture & Horticulture	\$649,886	September 2024	Did not win
NC State & Local Cybersecurity Grant	Cybersecurity modernization	\$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	January 2025 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 \$316,211.64				

TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Sr. Director, Operations and Facilities
DATE: March 1, 2026
SUBJECT: Board of Trustee Meeting March 11, 2026 – Facility and Operations Updates

- Workforce Center for Construction Trades and Transportation Technology:
 - Site pad completed. Proof roll testing passed inspection.
 - Underground sanitary and stormwater piping installed.
 - Stormwater permit under review with completion anticipated by March 16.

- McGee Lift Station Project
 - Contract awarded to B. Benton Company
 - Submittals have been approved for the new wet wells and control pumps
 - Construction to start at the beginning of April – completion scheduled by June 1.

- Carteret CC One-Door (McGee Building): PHASE III
 - Exterior entrance cut into existing McGee to establish future “new entrance”
 - Interior stud walls installed
 - Beginning electrical rough-in
 - Ductwork is 85% complete
 - Cameras, wireless access, access controls, and data -all identified and purchased for project
 - Furniture layout and selection process has begun
 - Submittals approved for interior finishes
 - Project is ahead of schedule





- O&F Team is growing
 - We have filled one position for a Maintenance Tech II – Richard Buday comes to us with 30 years of experience in HVAC and facilities experience.
 - We have filled a part-time grounds position and continue to advertise for a full-time grounds position
 - We also continue to search for a Maintenance Tech II, after the retirement of Terry Murphy.

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: February 28, 2026
SUBJECT: Board of Trustee February 2026 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Maintenance Tech II	David Stone	Richard Buday DOH 2/23
Maintenance Tech II	Terry Murphy	Interviews 2/24
Landscape Maintenance Tech I	John Allen Quinn	Interviews 2/26
Nursing Instructor – 10-month	Stephanie Westbrook	Danielle Grady DOH 2/9
Financial Aid Coordinator	Ashley Hutson	Katie Swanson DOH 3/2
Chair, Nursing	Tammy Kavanaugh (3/8)	2 nd Interview 3/2
Chair, EMS	Christine Turner (2/6)	Posting pending
Director, Public Safety	Amy Snider-Wells	Interviews 2/24 & 2/26; 2 nd interview pending
Director, Retail Services	New	Justin Burkhart DOH 3/9
Head Cross Country Coach	New part-time	Jenny Wilson DOH 2/16
Head Soccer Coach	New part-time	Robbie Park DOH 2/16
Admin Assistant, Perm PT	New, Spa Services	Barbara Maia, DOH2/1
IT Helpdesk Manager	James Osika-Michales	Interviews pending week of 3/2 & 9

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

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

Employee Headcount and Turnover

February Payroll Headcount		February Turnover	FY26 Turnover	Historical Turnover
F/T Perm Faculty	67	1.19%	8.82%	FY25: 12.99%
F/T Perm Staff	100			FY24: 13.75%
P/T Perm Faculty	0			FY23: 13.11%
P/T Perm Staff	3			FY22: 16.36%
Total Perm	170			FY21: 14.57%
Total Payroll	339			FY20: 10.91%



Recent Employee Departures

Name	Position	Date
Christine Turner	EMS Chair	2/6/26
James Osika-Michales	IT Help Desk Manager	2/28/26

Other Accomplishments: 7th session of Carteret CC's Emerging Leaders Academy & coordinating mentoring visits to other colleges; Crucial Conversations Training (14 employees); 1095c reporting done, as well as HR IPED reporting completed ahead of schedule.

TO: Carteret Community College Board of Trustees
FROM: Curtis Gillikin, Director Campus Information Technology
DATE: March 2, 2026
SUBJECT: Board of Trustees March Meeting

Highlights, Initiatives, and Projects Completed February 2026

- On February 1st, Karsten Scott was promoted from IT Specialist to Network & Security Administrator after completing his master's degree in cybersecurity. The department commends Karsten on his accomplishments.
- On February 1st, Nicholas Goodwin changed roles from Network & Security Administrator to Systems Administrator to accommodate an increasing workload of systems projects. Nicholas' experience as the Systems Administrator at Pamlico CC will allow for a seamless transition to his new role.
- Configured ServiceNow Help Desk ticketing system to allow emails from external domains to be properly logged.
- Installed Ethernet cabling to provide wired networking for the Chair of Hospitality, Culinary, Baking and Pastry Arts, and Food Service Technologies' new office space in the Hospitality and Culinary Arts Center. Relocated their IT equipment to the new office.
- After many hours of work over the past year by the Systems Administrator, the Institutional Effectiveness Director, and the College's Element451 implementation team, the College went live with the Ethos integration between the Element451 Customer Relations Management (CRM) platform and the College's production instance of Ellucian's Colleague Enterprise Resource Planning (ERP) platform on February 23rd. This allows data to be interchanged between the two platforms via an API connection, streamlining recruiting and admissions processes.
- The Systems Administrator attended the February 26th Element451 conference in Raleigh to collaborate on the CRM project with NCCCS peers and Element451 employees.
- Provided IT and AV support for
 - February 11th CTE Expo
 - February 13th Employee Meeting in Joslyn Hall
 - February 20th CCPS Battle of the Books event in Joslyn Hall
 - February 23rd Black History Celebration in Joslyn Hall
 - February 26th CCP presentation in Joslyn Hall for Croatan High School Students
 - February 27th CCPS Battle of the Books event in Joslyn Hall



Ongoing or New Highlights and Initiatives in February 2026:

- Attended kickoff meeting with cybersecurity consulting firm Assura on February 12th. The IT Admins will meet with Assura weekly for the next two years to enhance Governance, Regulatory, and Compliance components of the department's information security program. This project is funded by the FY24 State and Local Cybersecurity Grant Program (SLCGP).
- Continued to meet weekly with MCNC Network Engineers to complete the final stages of the network switch migration project. Anticipated completion is May 2026.
- Recruiting for the open IT Specialist (part-time) and IT Help Desk Manager positions.
- Continued to participate in the ongoing planning and needs for the IT aspects of the WCCTT and McGee One-Door construction projects.

IT Help Desk Tickets Resolved in February: 611

TO: Carteret Community College Board of Trustees
FROM: Andrea Cole, Chair – Faculty Executive Committee
DATE: 3/2/2026
SUBJECT: FEC Meeting notes

The Faculty Executive Committee held its most recent meeting on February 13, 2026.

Current Projects:

- FEC by-laws amended and approved.
- Coordinated faculty volunteers for several work groups to review options and make recommendations regarding some of the add-on tools in anticipation of the transition to a new Learning Management System (LMS).
- Coordinated faculty volunteers for a work group to develop a unified course template for our LMS. This template will serve as the foundation for all courses moving forward, ensuring a consistent, intuitive, and high-quality learning environment for our students.
- Gathering recommendations for Excellence in Teaching and A+ awards.
- Continuing to support faculty's efforts to make their courses fully accessible.
- Starting to work on sessions to offer for PINK days in May.

TO: Carteret Community College Board of Trustees
FROM: Scott Leahy, Chair - Staff Executive Committee
DATE: 3/2/26
SUBJECT: SEC Meeting notes

The SEC Committee met on 2/13/26 with 16 staff members in attendance. Our goal is to continue to improve communication throughout the college.

SEC Chair reminded everyone that one of the purposes of the SEC was to represent all non-teaching staff on matters of general concern and advise the President's Cabinet on matters affecting staff welfare, development, and governance. The floor was opened to questions & comments on "How can we help?". Several constructive comments regarding buildings, grounds, and facilities were addressed and later shared with the respective departments for follow up.

A survey was sent to all Carteret CC staff members asking for input on how staff members would like to the SEC funds to be utilized. 46% response rate showed the majority desiring a from of catered lunch or food truck.

The SEC will be gathering information on pricing and the best dates to maximize participation. SEC is collaborating with FEC, to mutually fund the project to benefit all employees of Carteret CC and assist with the one college model.

An Ad Hoc committee was established to solicit for and select the Staff Person of the Year.

Division updates were shared with all.

Please let me know if you would like more information.

Scott

TO: Carteret Community College Board of Trustees
FROM: Marley Ward, SGA President
DATE: March 3rd, 2026
SUBJECT: Board of Trustees, March 11th, Meeting

Happy March. On behalf of the Student Government Association, I will provide an update on recent and upcoming student engagement activities.

February Recap:

Candles and Self Care – Make & Take

Our Candle Making event offered a hands-on creative outlet for students.

Just Dance - Game Day

SGA hosted a Just Dance Game Day in the Bryant Student Center lobby. The event provided an interactive and inclusive space for students to connect.

SGA Committee Meetings

SGA held its first round of committee meetings to try and get students more involved in campus life.

- **Content Committee:** Focused on marketing, communication, and student outreach.
- **Campus Activities Committee:** Focused on organization, campus engagement, and brainstorming new ideas for events.
- **Student Advocacy Committee** – Focused on student concerns, campus feedback, and making sure our students feel heard.

These Committees are designed to improve leadership development and student representation across campus.

March Activities:

Coastal Pregnancy Care Center Mobile Unit – March 4th, 11 am – 2 pm

The Coastal Pregnancy Care Center Mobile Unit will be on campus to support students with limited Ultrasound testing, STD testing, pregnancy tests and more.



Love on a Leash 11:30 am – 1:00 pm

A midterm de-stress event featuring certified therapy dogs on campus to support student wellness.

Pottery Painting Make & Take – March 11th

SGA will host a flowerpot painting event from 11 am-2 pm. This will provide a creative, hands-on activity that promotes student engagement and connection.

BINGO Game Day – March 16th

SGA will host Bingo and Brownies at 11:30am-1:30pm. This event will encourage student participation and community-building.

St Patrick's Day Table – March 17th

SGA will put out a St. Patrick's Day table with themed snacks and items.

SGA remains committed to building student engagement, leadership development, and advocacy across campus. We appreciate the Board's continued support of student-led initiatives that continue to enhance campus life.