



TO: All Members of the Board of Trustees
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, May 14, 2025, at 9:00 a.m., Foundation Boardroom

Agenda		
I.	CALL TO ORDER * A. Ethics Statement	Chair Melodie Darden
II.	FOUNDATION CHECK PRESENTATION A. Erin Derry and Lucas Weygoldt, Mohring Group Veneer Tech.	Chair Darden
III.	* APPROVAL OF AGENDA	Chair Darden
IV.	* APPROVAL OF MINUTES (April 9, 2025 Attachment 1)	Chair Darden
V.	CHAIR REPORT	Chair Darden
VI.	NEW BUSINESS * 1. Audit Report, State Auditor Dave Boliek 2. First Read Strategic Plan 2025-2030, Dr. Zack Barricklow, Mr. Jonathan Tyndall (Attachment 2)	Chair Darden Mr. Scott Lane Dr. Mancini
VII.	PRESENTATION A. Finance & Administrative Services	Chair Darden Mr. Scott Lane
VIII.	COMMITTEE REPORTS * A. Finance Committee 1. County Capital Budget 2. First Read Debt Collection Policy 7.14, Finance Policies 7.1, 7.2, 7.3, 7.4, 7.6, 7.7 & 7.12 * B. Buildings & Grounds 1. Workforce Design Updates * C. Curriculum and Student Support Committee 1. Course Fees & Live Projects 2. Diesel Program * D. Personnel, Policies & Bylaws 1. Board Self Evaluation Survey	Chair Darden Trustee Meshaw Trustee Henderson Trustee Langston Trustee Hooper
IX.	OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 3 , 4 , 5 , 6 , 7 , 8 , 9 , 10 , 11) C. Student Government Association Report	Chair Darden Trustee Mort Congleton Dr. Mancini Ms. Jenny Maldonado-Castro
X.	BOARD COMMENTS	Chair Darden/Trustees
XI.	* ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
May 15, 2025	AI Made Simple: Hands-On for Everyday Tasks	3:00 p.m.	Joslyn Hall
June 19, 2025	Taste of The South	6:00 p.m.	HCAC



Attachment 1

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

April 9, 2025

I. CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 9:02 a.m. on April 9, 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 (via Zoom)
Mr. Mort Congleton
Mrs. Melodie Darden, Chair
Mr. Bill Henderson
Mrs. Penny Hooper
Mrs. Dee Meshaw

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

SGA Present

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

Administration Present

Dr. Tracy Mancini	President
Dr. Maggie Brown	Vice President, Instruction & Student Support
Mrs. Cindi Goodwin	Senior Director, Operations & Facilities
Mr. Curtis Gillikin	Director, Campus Information Technology
Mrs. Amanda Bryant	Senior Director, Human Resources
Mr. Richard Abell	Director, Security & Emergency Preparedness
Ms. Brenda Reash	Executive Director, Foundation
Ms. Dee Smith	Coordinator, Sponsorship, Foundation
Ms. Angela McMahon	Executive Assistant to the President, Assistant Secretary to the Board
Ms. Victoria Washington	Marketing & Communications Coordinator

College Students Present

Kenya Dillion
Anthony Pritchard
Noah Thammavongsa
Marley Ward

Guests Present

Ms. Cheryl Burke	Reporter, Carteret County News-Times
Wendi and Bucky Oliver	Beaufort Hotel



II. FOUNDATION CHECK PRESENTATION

Chair Darden welcomed Wendi and Bucky Oliver of Beaufort Hotel and said she was excited to announce that Beaufort Hotel will continue as the presenting sponsor of Celebration on the Sound for the fourth year in a row. She commented this partnership highlights Beaufort Hotel and Wendi and Bucky Oliver's unwavering support for the College and their dedication to positively impacting the community. The Olivers and Flowers & Designs by Ernest have been instrumental in supporting various initiatives, including Celebration on the Sound, the Scott Eckholdt Summer Camp, the Crystal Coast Wine Expo, the 60th Anniversary Bash, and the establishment of the first-ever Professional Development Fund for employees.

Chair Darden said the College was deeply grateful for the steadfast support of Wendi and Bucky Oliver adding their commitment has been crucial in helping the College achieve its goals and expand its reach. She said she looks forward to continuing this fruitful partnership and making even greater strides together.

III. APPROVAL OF AGENDA

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

Trustee Doug Starcke motioned to approve the April 9, 2025, agenda. Trustee Penny Hooper seconded the motion. The motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

Chair Darden presented the March 12, 2025, minutes for approval by the Board.

Trustee Mort Congleton motioned to approve the March 12, 2025, minutes. Trustee Rosa Langston seconded the motion. The motion passed unanimously by voice vote.

V. CHAIR REPORT

Chair Darden said as the end of another academic year draws closer, she was proud to have the opportunity to celebrate student successes. She said the Scholarship Luncheon on March 26, 2025, at the Hospitality and Culinary Arts Center was a very special event and she thanked Trustees Henderson, Hooper and Marek for attending with her. She said last month she reminded trustees that working with the legislature to promote the College is one of the duties of a trustee. She thanked Trustees Brady, Congleton, Hooper and Langston for representing the College at the legislature in Raleigh for Community College Day on March 19, 2025, and for attending the 2025 NCACCT Law-Legislative Seminar March 19 through March 21, 2025.

Chair Darden reminded trustees that the annual SEI filing must be completed by April 15, 2025. She said Celebration on the Sound was on April 25, 2025, and volunteer opportunities were still available. She said the annual Awards Ceremony was May 8 and Graduation was May 9, 2025, and encouraged trustees to attend both events.



VI. NEW EMPLOYEES

Chair Darden said unfortunately Mrs. Laurie Freshwater, Dean of Health Sciences, and Ms. Anna Ingram, nursing instructor both had commitments elsewhere and were unable to attend the meeting. She said she hoped Dean Freshwater would have the opportunity to introduce Ms. Ingram at a later date.

VII. PRESENTATION

Chair Darden invited Mrs. Cindi Goodwin to update trustees on Operations and Facilities activities. Mrs. Goodwin gave an interesting and informative presentation including introducing trustees to a new spreadsheet her team developed to track deferred maintenance. She also presented an overview of a new digital photo catalog of every classroom, lab, and mechanical room on campus that allows the College to show some of the updates and needs to others without requiring them to physically visit the respective location. Questions and discussion followed.

Dr. Mancini recognized Mrs. Goodwin for bringing a level of organization to Operations and Facilities that was not previously in place.

Trustee Congleton asked if there were any developments on the Workforce Center. Mrs. Goodwin said drawings and elevations should be available for review within the next two weeks.

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.

VIII. COMMITTEE REPORTS

A. Finance Committee

Chair Darden invited Trustee Meshaw, Chair of the Finance committee, to update trustees on committee activity. Trustee Meshaw said the Finance committee met on April 1, 2025. Trustee Meshaw said the committee reviewed and approved the county operating budget. She said the College was requesting a 7% increase in the operating budget, largely attributable to inflationary costs. Trustee Congleton asked if other county agencies were requesting comparable increases. Trustee Meshaw said she understood the Carteret County Public Schools would be asking for a larger increase.

Trustee Meshaw said the committee had asked College staff to provide more information for the capital budget and to present the capital request at a later date.

Trustee Meshaw said the Finance committee brings a motion to the full board to approve the College's County Operating Budget request as presented. The motion passed unanimously by voice vote.

Trustee Meshaw notified trustees that Dr. Mancini had been invited to attend the County Commissioners workshop on April 28, 2025, and would present the College budget at 1:00 p.m.



B. Buildings & Grounds Committee

Trustee Henderson, Chair of the Buildings and Grounds committee, said an updated Facilities Master Plan had been circulated to trustees for review. He reminded trustees that the 2020-2030 plan had been reviewed at the Trustees Retreat in February when all agreed the plan should be updated. Trustee Henderson said during the March 5, 2025, meeting the committee reviewed a revised schedule of projects for the 2025-2030 Facilities Master Plan. The committee recommended College personnel update the document internally, add several projects discussed and format the document as a suitable presentation document. Trustee Henderson said the committee had not approved the document currently under review in its current format as it had only recently been completed. He asked trustees to review the Facilities Master Plan.

Trustee Johnson commented she was happy to see the firing range on the plan. She said it had been bad for 30 years and she would describe it as non-functional. Mr. Richard Abell said the Morehead City Police Department stopped using the range for about a five-year period and chose to rent a private facility in Havelock. Trustee Henderson said the College might consider an alternative location for the firing range.

Trustee Henderson recalled Trustee Parker asked about athletics facilities at a prior meeting and had commented on existing local facilities being overburdened. He noted exploring options for athletics facilities was included on the updated plan.

Trustee Henderson said in his capacity as a trustee he motioned to adopt the 2025-2030 Facilities Master Plan as presented. Trustee Congleton seconded the motion.

Chair Darden invited any questions or discussion.

Trustee Langston expressed confusion as to who had approved the plan. Trustee Henderson said the Buildings & Grounds committee had not approved the plan in its current format because the document in its current format was not completed until very recently. The committee had reviewed the proposed project list and approved a motion for College personnel to update the document.

Trustee Langston said she would want the Buildings & Grounds committee to approve the document.

Trustee Hooper said she saw the plan as a continuation of the 2020-2030 plan and stated she had no issues with it.

Chair Darden said she appreciated the initiative in creating a continuation plan.

Trustee Starcke said preparing the document in-house was a fiscally responsible act and he would vote to approve the document whether a vote took place in a Buildings & Grounds committee meeting or today.

Dr. Mancini said the document content had been reviewed in multiple settings and viewed today in a new format. She said it was a strategic direction document and reviewing it at a trustees meeting was a permissible process as everyone was present.

Trustee Parker said she thought the Facilities Master Plan a great document and it would be a good tool to use when fundraising.



Chair Darden said everything in the document had been discussed by the Buildings & Grounds committee. There was no contentious content.

Trustee Hooper asked if this document might be useful when presenting the budget request to county commissioners. Trustee Brady suggested this might not be optimum as most of the details for projects in the plan were yet to be solidified. He referenced a photo included of how the Carteret Tire building might be envisaged post renovation. Trustee Henderson concurred and said this document is to give direction rather than document locked-in projects. Dr. Mancini said this a conceptual document and it is the practice to use images to raise funds. Trustee Johnson said the motion was to approve the Master Plan and not what it looked like.

Trustee Parker said all Buildings & Grounds committee members were present and could take a vote. Trustee Congleton suggested that if any Buildings & Grounds committee member had an issue with the plan, then there should not be a vote, but if there were no objections, there was nothing to prevent a vote. Trustees Rogers and Brady confirmed they had no objections to the document.

Chair Darden confirmed that Trustee Henderson's motion to approve the document and Trustee Congleton's second stood. All trustees except Trustee Langston voted aye. Trustee Langston voted nay. The motion passed by majority vote.

C. Personnel, Policies & Bylaws

Chair Darden invited Trustee Hooper, Chair of the Personnel, Policies & Bylaws committee, to address trustees. Trustee Hooper said the committee met to review the nominees for the 2025 Barwick award.

She said the Personnel, Policies & Bylaws committee brings a motion to the full board to approve Mrs. Mary Duane Hale as the 2025 recipient of the Joseph T. Barwick Civic Award.

Trustee Hooper spoke of Mrs. Hale's volunteer activities and community service and said the committee felt she was a wonderful candidate for the award. Chair Darden said she knew Mrs. Hale and considered her selfless, modest and very humble and a perfect fit for the award. Trustee Langston said she had been impressed by the volume and diversity of Mrs. Hale's community service. Trustee Congleton said all the nominees were good candidates but Mrs. Hale stood out.

The motion passed unanimously by voice vote.

Chair Darden said she would notify Mrs. Hale of the award and the Board would present the award to Mrs. Hale on Thursday May 8, 2025, at the annual Awards Night at 6:00 p.m. at the Crystal Coast Civic Center. She said a press release had been prepared and requested that Ms. Cheryl Burke of the Carteret News Times hold publishing the release until as close to May 8 as possible.

IX. OTHER REPORTS

A. Foundation Liaison

Trustee Congleton reported that the Foundation Board of Directors did not meet during April. He said that over \$160,000 in scholarships from the Carteret CC Foundation had been awarded for the 2024-2025 academic year. Trustee Congleton said the Foundation's Discovery Series had two events scheduled in May. The first was an AI lecture on May 15, 2025, with Dr. Lane Freeman of the NC



Community College System Office co-hosted with the Information Technology Program. The second event was a Watch Party of the show Master Chef on May 28, 2025, featuring a local participant, Chef Kevin Fuller.

Trustee Congleton asked trustees to continue to think about how they might help the President and the Foundation with fundraising. He said the College trains the workforce and trustees should be reaching out to those that hire the College's students.

B. President's and Executive Leadership Council Reports.

Dr. Mancini said Mr. Scott Lane was absent from the board meeting attending the North Carolina Association of Community College Business Office Professionals (NC ACCBO) conference. She said Mr. Perry Harker and Ms. Logan Okun were attending the NC Reconnect conference funded through the John M. Belk endowment. Dr. Mancini said Mr. Harker had championed the mantra "Yes first, we care" and, after approval by Mr. Mike Krausse of the Belk Endowment, would present the concept to others at the conference. Dr. Mancini said she was excited about the adult learner initiatives and reminded trustees of the myFuture NC goal to have 2 million North Carolinians aged 25-44 hold an industry-valued credential or postsecondary degree by 2030. She said she was very proud of Mr. Harker, Ms. Okun and Mr. Jonathan Tyndall and all of her leadership team and said the Belk Endowment folks said they considered Ms. Okun and Mr. Tyndall the best in the System in their respective roles.

Dr. Mancini said Dr. Brown had just returned from two days with the Transfer Advisory Council (TAC). Dr. Brown serves on an advisory board as one of four community colleges leaders on a state-wide council.

Dr. Mancini said Mr. Curtis Gillikin was doing a great job as head of the Information Technology Department and would be hosting table top exercises on cyber security for other community college leaders at the College on April 23, 2025.

Dr. Mancini said Mrs. Cindi Goodwin and Mrs. Amanda Bryant both teach their roles to other college personnel across the state and Mrs. Amanda Bryant was a founding member of the NC Community College Human Resources Association. She thanked Ms. Angela McMahon for her work and her always calm demeanor. Lastly, she recognized Ms. Brenda Reash, saying she was a true power house and amazing at what she does.

Dr. Mancini said she and Ms. Jane Gordon attended the zoning meeting at the Town of Morehead City on April 8, 2025, and College requests to rezone 142 Banks Street and the adjacent parcel and 3937 Arendell Street and 103 S. Lockhart Street were approved.

Dr. Mancini noted she had included many student and employee recognitions and awards in her report and she wanted to give special recognition to Ms. Jennifer Maldonado-Castro for receiving the Governor Robert Scott Student Leadership Award.

Dr. Mancini said the College was following legislative activities and would advise trustees as updates became available. She said the College hoped to hear from the NCJAA on College athletics in the next week. She thanked trustees for their commitment and service.



C. Student Government Association Report.

Ms. Maldonado-Castro said the SGA hosted Spring Fling on March 12, 2025, and it was a great success with over 25 activities for students. She said the SGA is partnering with the Sports Center to make resources available to students. Ms. Maldonado-Castro said Carteret CC's SGA delegation attended the N4CSGA conference in Raleigh on March 22, 2025, where she was honored to receive the Governor Robert Scott Student Leadership Award. She said there was an SGA legislative meeting scheduled for later in the current week and the SGA would help with College Earth Day activities on April 22, 2025. Ms. Maldonado-Castro introduced students hoping to serve as SGA officers for the next academic year. Those in attendance were Kenya Dillion, Anthony Pritchard, Noah Thammavongsa and Marley Ward. She said there was a lot of student energy and she was excited for the future of the SGA on campus.

Chair Darden invited Board comments.

X. BOARD COMMENTS

Trustee Henderson commended all those who prepared reports for the board packet and recognized Mrs. Bryant for the level of detail included in her reports. He thanked Mrs. Goodwin for her presentation.

Trustee Starcke said he knows it takes a lot to steer a ship like the College and he appreciated everyone's efforts. He said he enjoyed Wendi and Bucky Oliver's check presentation and their comments on how good campus was looking. He said a recent College communication had spoken about the Commercial Fishing program. He said he would like to see a presentation by that program at a future trustee meeting.

Trustee Congleton said he attended the Law-Legislative Seminar in Raleigh in March. He asked Ms. McMahon to share a myFuture NC data sheet with other trustees as he found it very informative. He said Carteret CC is fortunate to have a President who is willing to conduct campus tours. He said she has already hosted most of the county commissioners and he encouraged trustees to invite others for tours.

Trustee Brady said it had been a great meeting. He said he had a good trip to Raleigh for Community College Day and the NCACCT Law-Legislative seminar and found the events and training very enlightening. He appreciated how maintenance and maintenance scheduling was being streamlined. He said he thought the honors and accolades being received by students, staff and the College were great.

Trustee Meshaw said she agreed with other trustees' comments. She said as there is not another board meeting before graduation, she would like to congratulate all the soon-to-be graduates.

Trustee Hooper agreed with prior comments. She thanked Mrs. Goodwin for the work undertaken in preparation for the College Earth Day event. She said the NCACCT Law-Legislative seminar was great and she particularly enjoyed learning more about NC Reconnect. She commended the College leadership team and wished good luck to the incoming SGA officers.

Trustee Parker agreed College leadership keep everything running smoothly. She commended Mrs. Goodwin on a great presentation and said monthly presentations help trustees know what is happening on campus. She said lots of data helps trustees make the best decisions.

Trustee Langston said she thought Mrs. Goodwin's presentation was excellent. She congratulated the College on the operating budget request, saying requesting only a 7% increase was outstanding.



Ms. Jennifer Maldonado-Castro said she agreed with all previous comments. She thanked the Foundation for making scholarships available for students. She said she was happy to see all the community events and different demographic groups on campus. Ms. Maldonado-Castro noted that at age 25 she is considered an adult learner and was especially happy about the progress of NC Reconnect.

Trustee Marek said she appreciated Dr. Mancini and her efforts to model life long learners. She said she herself had recently participated in a leadership retreat where attendees were directed to pick one word to be their focus for the year. She said after hearing Mr. Harker's mantra, she was going to make her word "Yes."

Trustee Johnson said she thought the Facilities Master Plan was a great document. She said she was proud that the College was a focal point of the community. She said kudos to all involved in the NC Aquaculture Conference on Thursday March 27, 2025, in the Civic Center.

Chair Darden said she was excited about the campaign for adult learners. She congratulated Ms. Jennifer Maldonado-Castro for receiving the Governor Robert Scott Student Leadership Award and thanked her for all the work she has done on behalf of the College. Chair Darden thanked the four students who hope to serve as SGA officers for attending the meeting. She thanked Dr. Mancini for creating professional development opportunities for trustees and staff.

CLOSED SESSION

Chair Darden motioned to go into Closed Session at 10:32 a.m. in accordance with N.C. GS 143-318.11(a)(6). Trustee Hooper seconded the motion. The motion passed unanimously by voice vote.

Trustees asked Dr. Mancini and Ms. Angela McMahon to stay.

A motion was made to come out of Closed Session at 11:45 a.m. by Trustee Langston and seconded by Trustee Parker. The motion passed unanimously by voice vote.

Chair Darden said the Board of Trustees of Carteret Community College had conducted its required annual evaluation of the president, Dr. Tracy Mancini. There was 100 percent participation of the Board of Trustees in the survey about the president's performance. In discussing the results of the survey, the board specifically recognized Dr. Mancini's administration, communication, community and state representation and student engagement.

The Board motions to acknowledge the completion of the president's evaluation for submission to the North Carolina Community College System President and to award Dr. Mancini a \$5,000 salary increase in local funding and \$5,000 bonus, effective July 1, 2025, for her work as discussed in the closed session.

Chair Darden made the motion. Trustee Henderson seconded the motion. The motion passed unanimously by voice vote.



XI. ADJOURNMENT

There being no further business, Trustee Henderson motioned to adjourn at 11:47 a.m. Trustee Congleton 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
April 17, 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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Carteret Community College 2025-2030 Strategic Plan Draft

1. Learners: An excellent place of learning for all.

1.1. **Support and encourage learners to achieve their educational goals.**

- 1.1.1. Increase Curriculum completion rates from 60% to 70% by 2030.
- 1.1.2. Increase credentials and degrees earned among learners 25-44 years old to 11,750 by 2030.
- 1.1.3. Increase Career and College Readiness measurable skills gain rate from 45% to 48% by 2030.
- 1.1.4. Establish a system for tracking Workforce Continuing Education credential completion.
- 1.1.5. Monitor satisfaction of learners for whether they were supported in achieving their goals.

1.2. **Streamline systems that make it easier for learners to transition between various educational pathways at Carteret Community College.**

- 1.2.1. Increase successful transitions from Career and College Readiness to Workforce Continuing Education or Curriculum.
- 1.2.2. Track successful transitions from Career and College Promise to post-high school enrollment in Workforce Continuing Education or Curriculum.
- 1.2.3. Track successful transitions and credit issued from Workforce Continuing Education to Curriculum.

1.3. **Deliver high-quality and innovative career readiness skills to equip learners for successful employment or business ownership.**

- 1.3.1. Integrate essential career readiness skills across educational programs.
- 1.3.2. Integrate career-connected learning to promote connections between learners and employers.

2. Employees: An excellent place to work.

2.1. **Increase support for professional development to ensure continuity, continuous improvement, career growth, and leadership succession.**

- 2.1.1. Commit to 100% of supervisors trained to engage employees in career growth planning.
- 2.1.2. Commit to leadership development for at least 2-3 employees per functional area to prepare potential candidates for future midlevel and senior level roles.
- 2.1.3. Increase by 10% the percentage of employees reporting satisfaction with professional development.

2.2. **Refine the College's existing culture by prioritizing open communication which fosters collaboration and ensures access to necessary information.**

- 2.2.1. Commit to 100% of supervisor and employee training to encourage communication and resource sharing at all levels of the organization.
- 2.2.2. Improve overall employee perception of open communication and the accessibility of shared information and resources.

2.3. **Optimize workload management to enhance a balanced and fulfilling work-life experience.**

- 2.3.1. Commit to supervisor training and employee mentorship on workload management strategies aligned to core role expectations and awareness of additional duties.
- 2.3.2. Establish a process for communicating and celebrating employee involvement in our coastal community that enriches quality of life.

3. Community: An excellent community partner.

- 3.1. **Expand marketing and community outreach strategies to engage existing and new partners, donors, and learners.**
 - 3.1.1. Expand the number of recruitment and outreach events on campus and in the community that include local partners, donors, and prospective learners.
 - 3.1.2. Communicate stories related to grant awards, community support, or student successes at least once per week through diverse publicly available channels.
- 3.2. **Foster and strengthen strategic partnerships that align with the college's mission and expand community impact.**
 - 3.2.1. Integrate career-connected learning to promote connections between learners and employers.
 - 3.2.2. Establish a process for documenting community and educational partnerships and relationships to foster collaboration over time with personnel transitions.
 - 3.2.3. Establish a process for communicating and celebrating employee involvement in our coastal community that enriches quality of life.

4. Institution: An excellent steward of the public trust.

- 4.1. **Optimize the institution's financial sustainability and competitiveness.**
 - 4.1.1. Create and implement an optimization strategy for the institution's various private and public funding streams and related priorities.
 - 4.1.2. Track and analyze return on investment for new athletics programs.
- 4.2. **Minimize waste, enhance efficiency, and foster continuity.**
 - 4.2.1. Track process improvement related trainings and projects.
 - 4.2.2. Ensure all operating procedures have been created, documented, and reviewed.
- 4.3. **Manage infrastructure proactively to ensure accessibility, compliance, security, and functionality.**
 - 4.3.1. Ensure facilities and resources are compliant with Americans with Disabilities Act.
 - 4.3.2. Achieve 100% employee completion of annual cybersecurity, campus security, and general compliance training.
 - 4.3.3. Execute the 2025-2030 Campus Master Plan.

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: May 9, 2025
SUBJECT: Board of Trustees May 14, 2025, Meeting

The **images of the month** (right) features Carteret CC Board of Trustees' Barwick Award winner, Mary Duane Hale, and former trustee and State Board of Community College member Ann Whitford, receiving the Governor's Order of the Long Leaf Pine at the 35th Annual Awards Night on Thursday, May 8. Awards Night was again a joyful celebration of outstanding students and faculty.



More than 30 retirees and guests attended our fourth annual **Retiree Luncheon** on Thursday, May 1, in the Hospitality and Culinary Arts Center. Our Culinary and Baking & Pastry Arts students outdid themselves, serving an amazing meal.

As I write, **160** students are preparing to walk in the College's **61st Commencement Exercises** at the Crystal Coast Civic Center. The total number of students who will complete a curriculum degree, diploma, or certificate this spring/summer is **258**, including **121 associate degrees, 14 diplomas, and 152 certificates**. **Forty** students from our Career and College Ready program earned their high school equivalency in that group's graduation on May 7, and **24** students at Carteret Correctional Center completed either a high school equivalency, horticulture, or masonry certificate on Thursday, May 8, at a ceremony at that location. In addition, our Workforce Continuing Education programs report that **more than 700** students have completed certifications and training programs in 2024-2025. We celebrate all of our students and their accomplishments and wish them the very best as they move on to their next challenges and endeavors.



Our **2025-2030 Strategic Planning** teams and steering committee have worked diligently on the draft plan that will be presented at the May 14 Board of Trustees Meeting. The plan will help us pursue excellence for students, employees, our institution, and our community. We look forward to discussing the process and reviewing the draft. Many thanks to **Dr. Zach Barricklow** from the Belk Center for Community College Leadership and Research and the NC Community College System for facilitating the process and our Sr. Director of Institutional Effectiveness, **Jonathan Tyndall**, for shepherding it this past year. Equipped with our newly approved Facility Master Plan and our soon-to-be-ready Strategic Plan, we are ready for the years ahead.

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TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 5/5/2025
SUBJECT: Workforce and Continuing Education May Board Report

The Basic Skills Graduation Ceremony will be held on Wednesday, May 7, 2025, at the Crystal Coast Civic Center. The event will begin at 4 p.m. We will honor students who have completed the Adult High School Diploma and the High School Equivalency (formerly GED) diploma. Please join us for this special event.

The Workforce Continuing Education staff participated in the annual Carteret County Chamber of Commerce Business After Hours Expo, where program information and schedules were distributed to attendees.

Our law enforcement training has several classes scheduled for local law enforcement, who must complete mandated in-service training requirements before the end of summer. In addition, we are working with the Conference of District Attorneys to host a juvenile training in May.

On April 28 and 29, we completed our first patrol rifle class for law enforcement officers. This was a success, and we will host at least three additional courses before the end of the year.

The Rough Point Rodeo fishing tournament donated \$5,000.00 to Carteret Community College's Marine Trades Program. The Rough Point Rodeo is a tournament for the Charter fleet of Morehead City, Atlantic Beach, and Beaufort. The tournament is a cumulative billfish points tournament, which runs from April to November. Last year, they had over 80 local boats in the tournament. The tournament lead and many others participating in the tournament are legacy students of the Marine Trades programs in MARTEC and agreed to donate a portion of the 2024 tournament proceeds back to the school.

The Nurse Aide program has four CNA classes scheduled for summer. All are accelerated classes lasting 6 – 8 weeks. We have one day and one evening class scheduled for each CNAI and CNAII program area.

Jeffrey Floyd, CNAII and current ADN student, won a Gold Medal at SkillsUSA and is headed to the National competition in Atlanta. Congratulations to Jeffrey Floyd!

Rhonda Piner, CNA Program Chair, had a successful experience as the First Aid/CPR regional Chair for SkillsUSA. Ms. Piner will maintain that role for next year.

Fifteen students completed the spring EMT class, and thirteen are registered for the May 5th EMT Initial summer class. Options are being considered for adding additional EMT Initial classes over the next year. We have expanded classes into Fire and EMS departments throughout the county with positive feedback. In addition, seven students complete the Paramedic program.

The reentry program continues to complete intakes for justice-involved clients. The reentry counselor attended the county reentry council and Community Health Advisory Team (CHAT) meetings. The counselor also meets regularly with the county probation team to discuss unique needs and resources



available for potential clients. We continue to work closely with Loaves and Fishes, Hope Mission, and other agencies that serve the justice-involved.

All seven Surgical Technology students completed the final lab practicum and transitioned to clinical rotations in early April. Two students are currently enrolled in the apprenticeship program with Carteret Health Care and working on their non-class days. The students are acclimating well to the new environment and growing their experiences. The next cohort is tentatively scheduled to start in August 2025.

We are offering an online Pharmacy Technician class this summer. This has proven to be an excellent opportunity for the community and has generated much interest. The course is an approved Career and College Promise, and four high school students are enrolled.

On April 29, the CDL program participated in the Steer Your Career program sponsored by Carteret County Schools. County 5th graders could visit the cab of the college's truck and learn about the CDL program during the event.

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TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 05/06/25
SUBJECT: Board of Trustee 05/14/2025 Meeting

- On May 9th, we held our curriculum graduation ceremonies. We graduated 258 unduplicated students, including 121 associate degrees, 14 diplomas, and 152 certificates. Among these completions are 20 high school CCP completers. 160 students walked in our ceremony on the 9th.
- I want to note in this report the dedicated support of each of our faculty, adjuncts, and student services staff. The numbers above represent untold hours of support starting with front end assistance from our admissions and financial aid staff, calls from Career Coaches, encouragement from our counselor/ADA Director and retention success coach, TRIO guidance, MAPS engagements, distance learning support, library resources and tutorials, and hours spent by our faculty and adjuncts on lesson planning, grading, and individualized feedback on assignments. Through it all, our student life events and SGA kept us all energized. The entire academic year was coordinated and brought to life through the efforts of our deans, directors, administrative assistants, and the registrar's office. I could not be prouder to work alongside this team of student-centered higher education professionals.
- We passed our annual compliance review with state portal for The National Council for State Authorization Reciprocity Agreements (NC-SARA), which helps expand students' access to educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs.
- We received word this month that our Respiratory Therapy program, under Dean Laurie Freshwater and Chair David Roach, is among a select group of programs that will be recognized by the Commission on Accreditation for Respiratory Care (CoARC) to receive the Distinguished RRT Credentialing Success Award. This award is presented as part of the CoARC's continued efforts to value the RRT credential as a standard of professional achievement. From a program effectiveness perspective, the CoARC views the RRT credential as a measure of a program's success in inspiring its graduates to achieve their highest educational and professional aspirations.
- Carteret CC will host our inaugural annual Engineering Night on May 29th from 6pm-8pm in the Bryant Student Center. This will be an excellent event for families and future students to come hear about our transfer Associate in Engineering program and the CCP pathway. We will also have a panel of graduates and professional engineers talking about their education and the work they do. Families will then have the opportunity to rotate through breakout rooms with the UNC System institutions that offer Engineering programs.
- Finally, a dedicated team of faculty and staff writers and reviewers collaborated to bring our SACS COC Fifth Year report to fruition. This summer, Dr. Mancini and I will do our final read through and editing. I will submit our report this summer, prior to our September deadline. We must give major kudos and gratitude to our Director of Institutional Effectiveness, Jonathan Tyndall. He has developed and maintained the digital platform and provided data for all of the standards and QEP impact report. His insights and guidance on evaluation have been integral to this process. This has been the least cumbersome accreditation reporting I have ever been a part of. It has been a pleasure to lead this process for our institution.

TO: Carteret Community College Board of Trustees

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

DATE: May 5, 2025

SUBJECT: Board of Trustees May 14, 2025 Meeting

Finance & Administration Highlights

- In April, Financial Aid was transitioned to Finance & Administrative Services and a Financial Aid update will be included in my report moving forward. This transition occurs during a change in leadership in our Financial Aid Office. Brenda Long, our long-time Director of Financial Aid & Veterans Services, is preparing for her well-earned retirement. Brenda has been a tremendous asset for the College and has done an exceptional job of serving and helping our students for many years! While we are sad to see Brenda leave, we are excited that Roce Frazier will be taking over the director role. Roce has served as our Assistant Director for several years and we are excited to see her thrive in this new role. Filling Roce's role as Assistant Director will be Ashley Hutson, who has been serving as Financial Aid Coordinator for the past four years. I am excited to work with Roce and Ashley as we look to the future of this important service we provide to help students achieve their goals.
- Our area is working towards the end of the fiscal year. We informed faculty & staff of purchasing deadlines that occur in April and May for all budgets. Our state budget is in great shape, as we expect to have a surplus that can be used to purchase equipment requests for next fiscal year.
- The College is officially a DocuSign campus! This will increase efficiency as we modernize processes and signature requests. We will be transitioning forms over the next few months.

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	Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget
1XX Institutional Support	\$ 3,593,168	\$ 2,935,154	81.7%	\$ 517,075	\$ 599,816	116.0%	\$ 277,709.94	\$ 159,814.00	57.5%	\$ 4,387,953	\$ 3,694,783	84.2%
2XX Curriculum Instruction	7,698,985	6,076,771	78.9%	-	-	0.0%	796,351	929,834	116.8%	8,495,336	7,006,606	82.5%
3XX Continuing Education	2,611,683	1,919,300	73.5%	-	-	0.0%	310,662	177,464	57.1%	2,922,345	2,096,764	71.7%
4XX Academic Support	1,288,387	921,053	71.5%	-	-	0.0%	321,458	508,497	158.2%	1,609,845	1,429,550	88.8%
5XX Student Support	1,259,105	1,016,987	80.8%	-	-	0.0%	1,063,095	658,443	61.9%	2,322,200	1,675,430	72.1%
6XX Plant Operations & Maint.	-	-	0.0%	2,897,925	2,401,320	82.9%	26,601	2,803	10.5%	2,924,526	2,404,123	82.2%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	136,447	159,002	116.5%	136,447	159,002	116.5%
8XX Student Aid	-	-	0.0%	-	-	0.0%	3,800,000	3,857,328	101.5%	3,800,000	3,857,328	101.5%
9XX Capital Outlay	1,078,941	584,830	54.2%	2,528,190	1,243,137	49.2%	6,428,328	216,170	3.4%	10,035,459	2,044,137	20.4%
TOTALS	\$ 17,530,269	\$ 13,454,096	76.7%	\$ 5,943,190	\$ 4,244,273	71.4%	\$ 13,160,652	\$ 6,669,355	50.7%	\$ 36,634,111	\$ 24,367,724	66.5%



Bank Status Report

Bank Reconciliation Status Report										
	CORE BANKING State Funds				UNITED / TRUIST Institutional Funds			FIRST CITIZENS County Funds		
	Received	Reconciled	Balance		Received	Reconciled	Balance	Received	Reconciled	Balance
Jul-24	08/01/24	08/08/24	\$ 337,991.44		08/01/24	08/09/24	\$ 3,739,361.74	08/01/24	08/09/24	\$ 813,441.93
Aug-24	09/03/24	09/03/24	\$ 186,795.26		09/03/24	09/13/24	\$ 3,532,454.80	09/03/24	09/03/24	\$ 509,315.84
Sep-24	10/01/24	10/02/24	\$ 115,494.57		10/01/24	10/03/24	\$ 3,928,547.28	10/01/24	10/01/24	\$ 317,512.69
Oct-24	11/04/24	11/05/24	\$ 348,195.80		11/01/24	11/06/24	\$ 3,599,188.14	11/04/24	11/05/24	\$ 703,601.67
Nov-24	12/02/24	12/03/24	\$ 179,948.36		12/02/24	12/04/24	\$ 3,316,526.16	12/02/24	12/02/24	\$ 597,338.01
Dec-24	01/02/25	01/02/25	\$ 482,201.34		01/02/25	01/03/25	\$ 3,685,498.27	01/02/25	01/02/25	\$ 191,736.22
Jan-25	02/01/25	02/03/25	\$ 529,461.28		02/01/25	2/4/2025	\$ 4,106,027.60	02/01/25	02/04/25	\$ 572,487.27
Feb-25	03/01/25	03/04/25	\$ 312,588.51		03/01/25	3/5/2025	\$ 4,219,884.57	03/01/25	03/05/25	\$ 284,238.09
Mar-25	04/01/25	04/04/25	\$ 153,014.31		04/01/25	04/08/25	\$ 3,814,359.90	04/01/25	04/04/25	\$ 75,276.88

Financial Aid & Veterans Services

- 2024-2025 Academic Year
 - \$5,299,187.20 awarded in Federal Pell and State Grants
 - \$81,641.25 awarded in scholarships
- 2025-2026 Academic Year
 - 720 FAFSA Applications reviewed with 300 awards issued

Emergency Preparedness and Security

- Meetings Attended
 - Awards and Graduation Meeting
 - Celebration on the Sound Meeting with Blackhawk Security
 - Staff Executive Meeting
 - HSE Safety Orientation
- Other
 - Assisted our I.T. Department with possible locations for cameras in the welding labs
 - BLET Graduation
 - Assist with VIP and ADA Parking for concert
 - All officers worked Celebration on the Sound
 - Law Enforcement in-service training, firearms

Grants

Carteret CC's Grants Portfolio* - May 2025						
Funding Agency & Type	Purpose	Amount Requested	Awarded	Not Awarded	New Prospect and/or Award	College Division
Department of Education Student Support Services Grant** (Federal)	TRIO Program (M. Reels)	\$1,532,570	Award Notice - June		N	Instruction & Student Support
USDA - Natl. Inst. Food & Ag. (Federal)	"Workforce Training Academies for Aquaculture & Horticulture @ Carteret CC" (D. Cerino)	\$649,886	Award Notice - TBD		N	Instruction & Student Support
STEMEast Network (Regional)	MLK "Legacy of Learning" Daycamp (J. Jones)	\$1,500	\$1,500		N	Marketing & Public Information
Norfolk Southern Corporate Giving Division (Corporate)	"Backing the Blue: Strengthening Carteret County's Law Enforcement Training" (A. Snider-Wells)	\$50,000		\$50,000	Y	Instruction & Student Support
Duke Energy Foundation (Corporate)	"Outfitting Automotive Systems Technology" (B. Snyder)	\$25,000	\$25,000		N	Instruction & Student Support
Golden LEAF Foundation (Private)	"Carteret Works" (K. Daniels)	\$297,860	\$297,860		N	Workforce & Continuing Education
National Rifle Association (Corporate)	"Backing the Blue: Strengthening Carteret County's Law Enforcement Training" (A. Snider-Wells)	In-Kind Equipment	Y		Y	Instruction & Student Support
Southern Sustainable Ag. Research & Education (Federal)	"Expanding Awareness & Participation in the Eastern NC Aquaculture Industry" (D. Cerino)	\$89,285	\$89,285		N	Instruction & Student Support
Centene Foundation (Corporate)	"One Door to Better Serve & Empower Our Students" (C. Goodwin)	\$100,000		\$100,000	Y	Operations & Facilities
Truist Foundation (Corporate)	"One Door to Better Serve & Empower Our Students" (C. Goodwin)	\$100,000		\$100,000	Y	Operations & Facilities
Cannon Foundation (Corporate)	"One Door to Better Serve & Empower Our Students" (C. Goodwin)	\$100,000	\$100,000		N	Operations & Facilities
NC GlaxoSmithKline Foundation (Corporate)	"Heath Heroes Camps" (J. Jones)	\$50,000	\$50,000		Y	Marketing & Public Information
Firehouse Subs Public Safety Foundation (Corporate)	"Supporting Carteret's Hometown Heroes: Upfitting Fire Equipment to Save Lives" (C. Manuel)	\$27,927		\$27,927	Y	Workforce & Continuing Education
NC State & Local Cybersecurity Grant Program (State)	"Securing the Future: Cybersecurity Program Modernization @ Carteret CC" (C. Glavin)	\$237,645	Award Notice - September		N	Information Technology
See Grant Community Collaborative (Federal)	"Developing Plankton Harvest" (D. Cerino)	\$24,977	\$24,977		N	Instruction & Student Support
See Grant Aquaculture Legal, Regulatory & Policy Grant (Federal)	"Compliance Software App for Oyster Farmers" (D. Cerino)	\$176,498	Award Notice - TBD		N	Instruction & Student Support
See Grant Aquaculture Internships (Federal)	"North Carolina Aquaculture Industry Engaged Partnerships" (D. Cerino)	\$251,024	Award Notice - TBD		N	Instruction & Student Support
Alliance for Full Acceptance (Private)	"Embracing Full Acceptance @ the Rainbow Gala" (K. Jenkins)	\$4,000	\$4,000		N	Instruction & Student Support
Dollar General Literacy Foundation (Corporate)	"Breaking the Cycle: Supporting GED Exam Preparation for Incarcerated Students" (C. Matthews)	\$10,000	Award Notice - May		N	Workforce & Continuing Education
STEMEast Network (Regional)	"Earth Day: Learn & Play" & "STEM Day" Daycamp (J. Jones)	\$1,500	Award Notice - TBD		N	Marketing & Public Information
Workforce Innovation & Opportunity Act - Title II - Adult Education & Family Literacy Act 225 (Federal)	Career & College Readiness Program (C. Matthews / L. Vnaskus)	\$89,105	Award Notice - TBD		N	Workforce & Continuing Education
Workforce Innovation & Opportunity Act - Title II - Adult Education & Family Literacy Act 231 (Federal)	Career & College Readiness Program (C. Matthews / L. Vnaskus)	\$563,478	Award Notice - TBD		N	Workforce & Continuing Education
Beaufort Ole Towne Rotary Club (Private)	Carteret CC Marine Propulsion Systems Equipment (H. Roberts)	\$3,600		\$3,600	N	Instruction & Student Support
Firehouse Subs Public Safety Foundation - Resubmission (Corporate)	"Supporting Carteret's Hometown Heroes: Upfitting Fire Equipment to Save Lives" (C. Manuel)	\$27,927	Award Notice - July		Y	Workforce & Continuing Education
National Oceanic & Atmospheric Administration - Fisheries Habitat Conservation Program (Federal)	"Building Capacity for Restorative Aquaculture & Resilient Coastal Communities in Eastern NC" (D. Cerino)	\$9,995,823	Award Notice - TBD		N	Instruction & Student Support
See Grant Core Funding (Federal)	"SMART (Semi-intensive Marine Automated Rearing Technology) Hatchery System" (D. Cerino)	\$149,755	Award Notice - TBD		N	Instruction & Student Support
Totals		\$14,559,160	\$592,622	\$281,527	27%	

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

**TRIO submission during previous Grants Coordinator's tenure.

Current Funding Priorities*	Grants Performance Indicators
"One Door to Better Serve & Empower Our Students" (McGee Renovation)	Total submissions (incl. TRIO & Aquaculture) = \$14,559,160
Workforce Center for Construction & Transportation Trades Bldg. Equipment (WCCTT)	Submissions less TRIO & Aquaculture = \$1,689,342
"All Things Boat" (National Science Foundation - Advanced Technological Education)	Awards / Submissions less TRIO & Aquaculture = \$567,645 / \$1,689,342 = 0.336
*This list is not all-encompassing; however, these projects are the primary ones for which funding prospects are being pursued.	
Grants' Office Primary Goal	Carteret CC Grants Award Rate = 34%
Systematically & aggressively research prospects & secure funding for prioritized projects @ Carteret CC	National Avg. Award Rate = 10-30%

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TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Sr. Director, Operations and Facilities
DATE: April 25, 2025
SUBJECT: Board of Trustee Meeting May 7, 2025, Facility and Operations Updates

- Workforce Center for Construction Trades and Transportation Technology:
 - Schematic Design completed.
 - Design Development due for completion May 10th.
 - Site boring, surveys, water table testing and parking lot assessments have been completed.
 - Meetings with instructors, Deans, Facilities, and Directors regarding equipment, power, lighting, and other infrastructure have been completed.
- Carteret CC One-Door (McGee Building):
 - Construction well under way
 - Completion by July 1 or before





- Renovations:
 - McGee Pipe renovation insulation of piping to be completed by May 15.
 - Cosmetology re-lamping – to begin May 6th – 27th
 - Wayne West – begin mutli-room painting projects after graduation
 - Howard Building – window replacement -COMPLETED
 - Bryant Center – renumbering to new sign standards -COMPLETED
 - Bryant Center – upgrade Veteran Services room furniture -COMPLETED
 - S2 door automation – Smith Building – COMPLETED
 - S2 door automation for MARTEC – IN PROGRESS
 - CMAST – new lobby furniture for fourth floor -COMPLETED
 - Modular Buildings –
 - Carteret Correctional – restroom remain in progress -COMPLETED
 - Fire Station 2 -Crystal Coast Fire Academy classroom – IN PROGRESS – Ribbon Cutting Ceremony May 29th at 4:30pm.
- O&F Team:
 - O&F has filled the Maintenance Tech II position. Ed Strong (formally our Tech I) was hired and will take his new role on May 1.
 - O&F will advertise to replace Maintenance Tech I position this summer.
 - O&F will host the Morehead Methodist youth volunteers for a day of service June 16th – 18th

Thank you,

Cindi Goodwin

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TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: April 29, 2025
SUBJECT: Board of Trustee May 14, 2025 Meeting Date

Fundraising and Donation & Resale Program Revenue:

The current fiscal year revenue from the Fundraising and Donation & Resale Program totals \$362,980, while the Annual Fund revenue is \$46,372.

Endowment Funding:

The endowment funding growth for the 2024-2025 fiscal year is \$388,949.

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.

- Hosted 20 guests as part of the Mah Jongg Beginners Class on April 11th
- Hosted 32 guests for the Mah Jongg Brunch on April 12th
- Hosted over 745 general admission, 46 employees, and 64 VIPs (sponsors) during Celebration on the Sound Concert with Jefferson Startshp on April 25th
- Expecting 36 guests for the Retiree Luncheon on May 1st

UPCOMING EVENTS/OPPORTUNITIES TO BE WITH DONORS

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

- May 15th – AI Lecture with Dr. Freeman, Joslyn Hall, free but requesting registration: [AI Made Simple](#)
- May 21st – Season 15 Master Chef Watch Party with local Fireman/EMT participant, Kevin Fuller registration will be required
- Annual Spanish & King Mackerel Fishing Tournament: July 18 – 25, 2025



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

Recruiting/Hiring*

Position	Replacing	Status
Chair, English & Communications	Former Science Chair	Interviews 4/24 & 25; 2 nd interviews 4/29; offer pending
Instructor, Biology (10-month)	Former English position	Interviews 5/1 & 2
Instructor, Info Technology	Ken Martin	Andrew Parsons DOH 8/4
Maintenance Technician	Todd Foster	Promotion Ed Strong 4/3
Education Navigator	New (grant)	Interviews 5/6
Director, Financial Aid & Veterans Affairs	Brenda Long	Promotion: Roce Frazier 4/15
Instructor, Cosmetology (12-mths)	New	Elissia Canada DOH 5/29 (current adjunct)
WIOA Youth Career Advisor	Sharon King	Interviews pending
Chair, Welding	Keenan Lawrence	Joshua Benton DOH 5/1 (current adjunct)
Coordinator, Carteret Works	New grant funded	Still awaiting PRF (3 rd f/u 4/21)
Maintenance Tech I	Ed Strong	Interviews 5/7
Director, Dental Assisting	New	Pending location arrangements
Academic Support Coordinator	Kate Blauvelt	Interviews 5/8
Assistant Director, Financial Aide	Roce Frazier	Promotion: Ashley Hutson 5/1

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

Fiscal Year	FY2025	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	22	28	22	28	26	17	27	5
Internal Transfer/Promo	13	7	7	6	7	7	1	6
Total Hires	35	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

April Headcount		April Turnover	FY25 YTD Turnover	Historical Turnover
F/T Perm Faculty	65	0%	11.21%	FY24: 13.71%
F/T Perm Staff	102			FY23: 13.11%
P/T Perm Faculty	0			FY22: 16.36%
P/T Perm Staff	1			FY21: 13.35%
Total Perm	168			FY20: 8.48%
Total Payroll	349			FY19: 10.66%

Recent Employee Departures

Position	Name	Date
None		

TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 05/03/2025
SUBJECT: Board of Trustees 5/14/2025 Meeting

- On April 11th and 12th, three members of the SGA traveled to Raleigh for Community College Legislative Day (CCLA), where they were able to meet legislators, learn how the House and Senate present and debate bills, as well as participate in a mock debate with legislators present. This event was co-hosted by the N4CSGA and gave students a chance to see how this process works.
- On April 19th, the Sexuality and Gender Alliance Club held their 2nd Rainbow Gala in the Hospitality & Culinary Arts Center. This event was a huge success, and everyone in attendance had a great time. The S.A.G.A club raised \$730 from the silent auction, raffle, and entry tickets. This money will help fund the S.A.G.A. club next year.
- During April, the 2025-2026 SGA Executive Board elections were held, and we had 5 candidates run for positions. We want to welcome the 2025-2026 SGA E-Board officers. Marley Ward, President, Noah Thammavongsa, Vice President, and Kenya Dillon as Secretary. We do have 2 students interested in the Public Information Officer position and hope to have those students' names soon. We are excited to see these students flourish in their leadership roles and can not wait to see what these students accomplish.
- On April 30th, the SGA held their end-of-the-semester Luau Party in the Bryant Student Center. We had pizza, nachos, popcorn, candy, and more sweet treats. The student participated in Karaoke, and it was a very well-attended event. This was a great way for students to unwind before the end of the semester!





- The Coastal Pregnancy Care Center brought out their mobile unit for the last time this semester. The mobile unit offers free limited OB Ultrasounds, Free STD testing, and Free pregnancy tests for individuals. They plan to return once a month in the Fall semester to provide these resources to our students.
- As we close out the Spring semester, the Food pantry, *The Galley*, has distributed 444.97 lbs. of food this semester and a total of 1133.21 lbs. since October 2024. The pantry will not have “open hours” during the summer, but students will still be able to request items and request appointments during the summer semester.

TO: Carteret Community College Board of Trustees
FROM: Jennifer Maldonado-Castro
DATE: 05/08/2025
SUBJECT: Board of Trustee 05/14/2025 Meeting

- **Veterans Day Reopening:** Carteret CC held a special Veterans Day Reopening—and SGA was proud to be part of it. As a Gold Standard Military Friendly School, it meant a lot for us to show up and advocate for our military students, families, dependents, and faculty/staff who serve or support that community. I'm glad SGA could help shine a light on just how important they are to this campus.
- **End-of-Semester Luau Party:** We closed out the year with a laid-back, colorful Luau Party in the Bryant Center—and it was a hit. What made it even more meaningful was seeing faculty and staff from just about every department come celebrate with us. Sharing that space as one community, all dancing, laughing, and sending the year off right, was something special.
- **New SGA Board Elected:** Our 2025–2026 board is officially in place, and I'm so excited to see what this new team will bring to campus. They'll be meeting this summer to start planning, and I'll be attending those sessions to help with the transition and answer any questions. I know they're going to do great things—and I'm cheering them on already.
- **Final Dinner as a Board:** Before we all head in different directions, the current SGA board is going out for one last dinner together. It's not a formal meeting, but it's the perfect way to end this chapter—with good food, good company, and a whole lot of gratitude.
- **Farewell to Campus:** As SGA President, I sent a farewell letter to students, staff, and faculty before the semester ended. I thanked the entire campus for coming together time and time again. In it, I shared something that was I hope will encourage students to connect with our campus when they are not sure where to go or what to do: *If you're not sure where to start, start by asking.* No matter where I go next, this place and this community will always matter to me.
- **Capturing the Moment:** Outside of SGA, I had the chance to photograph a lot of this season's big milestones—graduation, pinnings, white coat ceremonies, and more. After spending the year working closely with so many students, it was a real privilege to be there for those big moments. Watching my peers walk across that stage, knowing how hard they've worked, was the best possible way to wrap up my time here.
- **Strategic Planning Presentation:** As co-lead of Carteret CC's strategic planning process, I will be presenting during to share the learner-focused themes objectives during PINK Days. This opportunity to represent the student voice means a great deal to me. And just like I shared in my last report, I want to take a moment again to recognize the passion that lives across this campus. Our leadership teams, our deans, and every single staff and faculty member bring incredible heart to what they do—and it shows in how deeply they care for our students.

Thank you for believing in student leadership and giving me the space to grow. It's been one of the most meaningful parts of my journey—and I'll carry it with me, always.

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