



TO: All Members of the Board of Trustees
 FROM: Dr. Wrenn Johnson, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, May 13, 2026, at 9:00 a.m., Foundation Boardroom

AGENDA		
I.	* CALL TO ORDER A. Ethics Statement	Chair Wrenn Johnson
II.	FOUNDATION CHECK PRESENTATION A. Beaufort-Ole Towne Rotary	Chair Johnson
III.	* APPROVAL OF AGENDA	Chair Johnson
IV.	* APPROVAL OF MINUTES (April 8, 2026, Attachment 1)	Chair Johnson
V.	NEW EMPLOYEES & APPOINTMENTS 1. John Doneghy 2. Sam Wernick 3. Nicholas Pratt III 4. William Pittman 5. Joshua Philips	Chair Johnson Mrs. Cindi Goodwin Mr. Curtis Gillikin Mr. Perry Harker
VI.	PRESENTATION 1. Finance & Administrative Services	Chair Johnson Mr. Scott Lane
VII.	* ONGOING BUSINESS 1. AI Policy Second Read	Chair Johnson
VIII.	NEW BUSINESSES A. Review Mission Statement	Chair Johnson Dr. Mancini
IX.	COMMITTEE REPORTS A. Curriculum and Student Support Committee * 1. 2027-2028 & 2028-2029 Academic Calendars * 2. Live Project Fees	Chair Johnson Trustee Langston
X.	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) C. FEC Report	Chair Johnson Trustee Mort Congleton Dr. Mancini Ms. Andrea Cole
XI.	BOARD COMMENTS	Chair Johnson/Trustees
XII.	* ADJOURNMENT	Chair Johnson

*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
May 14, 2026	Awards Night	6:00 p.m.	Civic Center
May 15, 2026	Graduation	4:00 p.m.	Civic Center
May 19, 2026	Convocation and Employee Awards	10:30 a.m. to 12:00 p.m.	Joslyn Hall
May 27, 2026	Board Self-Assessment Survey Due	11:59 p.m.	
June 19, 2026	Taste of the South	6:00-9:00 p.m.	HCAC

[Return to Agenda](#)



CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

April 8, 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 April 8, 2026, at the Foundation Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mr. Doug Brady
Mr. Mort Congleton
Mrs. Melodie Darden
Mr. Bill Henderson
Mrs. Penny Hooper

Dr. Wrenn Johnson
Mrs. Rosa Langston
Mrs. Kelly Marek
Mrs. Dee Meshaw
Mr. Doug Starcke

Trustees Absent

Mrs. Catherine Parker
Mr. Will Rogers

Administration and Staff Present

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

Guests Present

Ms. Erin Derry	Communications Manager, Mohring Group Veneer Tech
Ms. Cheryl Burke	Reporter, Carteret County News-Times
Dr. James Baynum	



A. Ethics Reminder

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

II. FOUNDATION CHECK PRESENTATION

Chair Johnson welcomed Ms. Erin Derry, Communications Manager at Mohring Group Veneer Tech.

Chair Johnson said Mohring Group Veneer Tech continues to be a dedicated supporter of Carteret Community College, maintaining its commitment to local education and workforce development. She said with its generous annual donation of \$5,000 in support of workforce scholarships, Veneer Tech has contributed more than \$21,930 in support of Carteret Community College students, making a lasting positive impact on the community.

Ms. Derry thanked Chair Johnson and shared that she is a former Carteret Community College student. Ms. Derry said she attended the Scholarship luncheon the previous week and had the opportunity to meet a student recipient supported by the Veneer Tech scholarship. She thanked the Board and College community for their continued efforts in support of student success.

III. APPROVAL OF AGENDA

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

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

IV. APPROVAL OF MINUTES

Chair Johnson presented the March 11, 2026, minutes for approval by the Board.

Trustee Doug Starcke motioned to approve the March 11, 2026, minutes. Trustee Penny Hooper seconded the motion. The motion passed unanimously by voice vote.

V. NEW BUSINESS

A. AI Policy First Read

Chair Johnson recognized Mr. Curtis Gillikin to answer questions on the proposed AI policy. Mr. Gillikin discussed the importance of having a formal, written AI policy in place, and said the proposed policy establishes parameters while giving faculty the flexibility to set usage levels above the default standards, as appropriate for their courses.

Chair Johnson asked how faculty recognize the use of AI. Mr. Gillikin said tools are available to assist faculty, though they are not perfect. He said these tools will continue to evolve, as will the AI policy itself.

Dr. Mancini said the College plans to send eight employees to the North Carolina Community College System (NCCCS) hosted Online Learning Innovations Summit, scheduled for June 15-18 at Surry



Community College. Ms. Langston noted she attended an AI workshop at the most recent North Carolina Association of Community College Trustees (NCACTT) conference and found it to be very informative. Mr. Gillikin said the NCCCS has developed an AI Guidance Handbook that is available to faculty.

Dr. Mancini reminded the Board of the process to adopt or revise an institutional policy. She said the policy is first reviewed at committee level, in this instance the AI and Distance Learning committees, then reviewed by President's Cabinet before being distributed campus wide for public comment. Following this process, the policy is presented to the Board for a first reading.

Trustee Henderson said the policy represents a solid starting point and helps establish common expectations. In response to Trustee Henderson's question about her perspective of the policy, Dr. Brown said that departments across campus use AI in different ways, and the policy provides a shared language and tiered levels of permission.

B. FTE Audit Review

Chair Johnson recognized Mr. Harker to provide an update on the FTE Audit Review. Mr. Harker said the North Carolina Community College System (NCCCS) Full-Time Equivalent audit is a bi-annual compliance review conducted by the NCCCS to verify that reported student enrollment hours for Workforce and Continuing Education (WCE), Curriculum, and College and Career Readiness (CCR) accurately reflect actual instruction to ensure appropriate state funding.

Mr. Harker said the audit took place in January. The Curriculum and WCE reviews were firmly in compliance, while the CCR review identified minor findings resulting in the reversion of \$7,261. Mr. Harker attributed these findings to the implementation of a new software system and nearly 100 percent staff turnover within the CCR department. Mr. Harker said staff have since completed training with NCCCS personnel to address these issues.

VI. COMMITTEE REPORTS

A. Finance

1. County Budgets

Chair Johnson recognized Trustee Dee Meshaw, Chair of the Finance Committee, to provide an update on committee activities. Trustee Meshaw said the committee met on March 30, 2026, and reviewed the County operating and capital budget requests.

Trustee Meshaw said the proposed operating budget totaled \$3,875,000, reflecting an increase of \$275,000 over the current year. She highlighted utilities, insurance, and bonding as areas with anticipated cost increases. Although invoices for the coming year have not yet been received, Trustee Meshaw said a significant increase in insurance costs is expected. She also said Duke Energy has submitted a request to the North Carolina Utilities Commission seeking approval for a 12 percent increase in commercial power rates and an 18 percent increase in residential rates over the next two years. Trustee Meshaw said utility costs would also rise when the Workforce Center is operational.

Trustee Meshaw said the capital budget request reflects a decrease from the current year. Dr. Mancini said the College will continue to follow its deferred maintenance plan, saying that significant progress



has been made on outstanding projects during the current year. She said the College is seeking to upgrade the campus security camera system by replacing old cameras with new equipment and adding cameras at additional locations to improve campus coverage. Dr. Mancini said the S2 Keyless Control project will be completed in the upcoming year and noted that the proposed budget has a strong focus on safety and security.

Trustee Henderson noted the total budget request was less than the current year's budget.

Trustee Meshaw said the Finance Committee brings a motion to the full board to approve the College's County Operating and Capital budget requests as presented.

The motion passed unanimously by voice vote.

2. North Carolina ABC Commission Liquor License

Trustee Meshaw said the Finance Committee brings a motion to the full board to approve the College's application for an institutional North Carolina ABC Commission Liquor License.

Trustee Meshaw said obtaining an institutional license would simplify processes for facilities rental, and for culinary and educational programming. Dr. Mancini said most colleges with culinary programs hold an institutional license. Trustee Henderson added that the annual cost of the license is relatively modest, estimated to be between \$1,200 and \$1,400.

The motion passed unanimously by voice vote.

B. Personnel, Policies & Bylaws

1. Barwick Award

Chair Johnson recognized Trustee Hooper, Chair of the Finance Committee, to provide an update on committee activities. Trustee Hooper said the Personnel, Policies & Bylaws committee met on March 4 to consider nominees for the Barwick Award. After that meeting, during a closed session meeting of the full board on March 11, 2026, the committee presented their nominee. **Trustee Hooper said the Personnel, Policies & Bylaws committee now brings a motion to the full board to approve Mrs. Barbara Hill as the recipient of the 2026 Joseph T. Barwick Civic Award.**

The motion passed unanimously by voice vote.

2. Board Self-Assessment

Trustee Hooper said the Board Self-Evaluation survey will be distributed to trustees during the last week of April with responses due by May 27, 2026. She impressed upon trustees the importance of 100 percent participation in the survey.



VII. OTHER REPORTS

A. Foundation Liaison

Trustee Congleton reported that annual giving participation stands at 100 percent for both the Board of Trustees and the Foundation's Board of Directors. He said he attended the Horticulture Department plant sale on April 3, 2026, and commented it was a very popular event. Trustee Congleton encouraged trustees to introduce potential donors within their networks to Ms. Reash and Dr. Mancini.

B. President's and Executive Leadership Council Reports

Dr. Mancini thanked trustees for their attendance and engagement and said graduation season is almost underway. She said the Scholarship luncheon on April 2, 2026, was a wonderful event where attendees heard from four students and enjoyed a delicious meal prepared by the Culinary and Baking & Pastry Arts students. Dr. Mancini said an announcement regarding the graduation speaker would be made soon.

Dr. Mancini said she delivered her *Cookies, Cursive & Communication* presentation at the North Carolina Community College Leadership Program (NCCCLP) convening on March 25, 2026, and again to the College's Emerging Leaders Academy on March 26. She said that she was participating that day, (April 8) as a speaker on a Federal Reserve Bank of Richmond podcast titled "Investing in Rural America: The Role of Community Colleges in Rural Workforce Development." Dr. Mancini said the Federal Reserve Bank of Richmond has produced a report that analyzes data differently than IPEDS. While IPEDS (Integrated Postsecondary Education Data System) reports on four-year colleges, two-year and technical institutions, the Federal Reserve report presents data in a format that is more appropriate to community colleges.

Dr. Mancini said she attended the Women's Soccer I.D. Camp on Saturday, April 4, 2026. She said potential recruits toured campus before going to Rotary Park for scrimmage sessions.

Dr. Mancini said she and Mr. Scott Lane met with Mr. Randy Martin, the new Interim Town Manager for Morehead City. She said the discussion was productive and included topics such as permitting, signage and sports.

VIII. BOARD COMMENTS

Trustee Henderson expressed appreciation for the Student Government Association (SGA) activities highlighted in Ms. Ward's report and for the photos included in Mrs. Goodwin's report, which allow trustees to see construction progress. He commented on Dr. Mancini's many activities representing the College and thanked her for her efforts.

Trustee Congleton said he was looking forward to seeing construction progress. Dr. Mancini said that both the storm water permit and building permits for the Workforce Center are in hand and that the delivery of the metal building is scheduled for April 15, 2026.



Trustee Starcke thanked those involved in organizing Board meetings, acknowledging the effort that occurs behind the scenes. He highlighted the AI policy, noting artificial intelligence is here to stay and said he was glad the College is adopting a formal policy.

Trustee Meshaw said it had been a good meeting.

Trustee Langston said she appreciated the County budget request, stating it was presented clearly and represented a reasonable request. She said the SGA was doing great things bringing young people together, and she commended Mr. Harker for a strong FTE compliance report. Trustee Langston said she was very proud of the Board's 100 percent participation in giving.

Trustee Brady said it had been a good meeting and he recognized Trustee Meshaw for her leadership on the budget. He said it was an honor to have Dr. Mancini participate in the Federal Reserve Bank of Richmond podcast.

Trustee Darden said she appreciated the AI policy and said it promoted the ethical and responsible use of AI. She said she attended the Scholarship luncheon on April 2 and said it was a wonderful opportunity to interact with student recipients, sharing a table with a mother and daughter who were both scholarship recipients. She said Sweet Beans is now selling fresh bread and encouraged trustees to stop by.

Trustee Hooper said she agreed with the comments of fellow trustees. She recognized Mrs. Goodwin for her work as Chair of the Conservation Committee in organizing the Earth Day Event, *Our Big Blue Backyard* scheduled for April 22, 2026. She also said she appreciated all the SGA activities.

Chair Johnson said she enjoys the employee recognition features on the College's social media platforms, saying she particularly liked the current feature on Dr. Maggie Brown. She said there are many positive things happening at the College and she wished there was a broader countywide understanding of the scope of the College's activities.

IX. CLOSED SESSION

Trustee Henderson motioned to go into Closed Session at 9:44 a.m., in accordance with N.C. GS 143-318.11(a)(6). Trustee Congleton seconded the motion. The motion passed unanimously by voice vote.

Chair Johnson asked Miss Angela Hiley to stay in the meeting.

Trustee Meshaw motioned to come out of Closed Session at 9:57 a.m. Trustee Congleton seconded the motion. The motion passed unanimously by voice vote.

Ms. Logan Okun, Ms. Cheryl Burke and Dr. Tracy Mancini returned to the meeting

Trustee Henderson motioned to resume the meeting in Open Session at 10:00 a.m. Trustee Starcke seconded the motion. The motion passed unanimously by voice vote.

Trustee Hooper addressed Dr. Mancini, informing her that the Personnel, Policies & Bylaws committee had presented the results of an outstanding Presidential Evaluation Survey to the full board. All trustees completed the survey.



Trustee Hooper said the Personnel, Policies & Bylaws committee brings a motion to the full board to approve an extension of Dr. Mancini’s contract through June 30, 2030.

The motion passed unanimously by voice vote.

X. ADJOURNMENT

There being no further business, Trustee Henderson motioned to adjourn at 10:03 a.m. Trustee Starcke 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
April 13, 2026

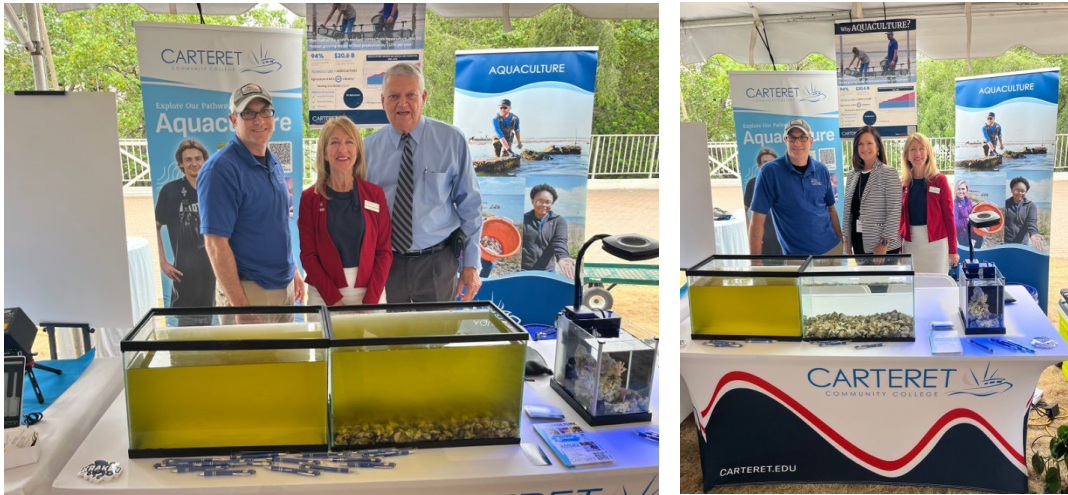
Dr. Wrenn Johnson, Chair of the Board of Trustees

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: May 6, 2026
SUBJECT: Board of Trustees May 13, 2026, Meeting



Awards and graduation season is the happiest and busiest time of the year! The campus bustles with positive energy and anticipation as students pick up caps and gowns, recognition cords, and tickets for their loved ones to attend the event. This is the reason we do what we do; celebrating student success and the positive life changes it can bring for them, their families, and this community is our “why.”

There have been many other events and gatherings beyond the program pinnings leading up to Carteret Community College’s 62nd Commencement Exercises, including but not limited to the following:

- April 8: President represented the College at Marine Corps Installation (MCI) East Commanding General’s Spring Reception at Camp LeJeune.
- April 11: Attended CMAST annual Oyster Roast as guest of CMAST Director Dave Eggleston.
- April 13: Rode on the inaugural “Kraken Care Cart” run, delivering snacks and information about support services to students with the Student Services team via golf cart.
- April 14: Attended SGA’s Spring Fling at the Civic Center, where students and employees alike seemed to be having a great time and community partners advertised their programs and services.
- April 15: Represented Carteret CC at the State Board of Community Colleges’ Pinnacle Awards at the Angus Barn with Director of Aquaculture Training and Research Dave Cerino and a water-clarifying exhibit of oysters.
- April 16 -17: Attended John M. Belk Endowment Adult Learner Conference for NC Reconnect Cohorts with VP Harker.
- April 20: Attended County Commissioners’ meeting.



- April 21: Met with Director of Special Olympics of Carteret County Director Joanne Caratelli to discuss partnerships between the College and our local Special Olympics chapter.
- April 22: Stopped by the Conservation Committee's Earth Day celebration and attended reception in Raleigh to honor out-going President Dr. Jeff Cox from the NC Community Colleges System Office.
- April 23: Participated in NCACCT Law-Legislative Workshop in Raleigh with Trustees Johnson and Langston.
- April 30 – May 1: Participated in collaborative meeting with Sandhills CC leadership team and NCCCS President and CAO with Dr. Brown and Mr. Harker to discuss the One College Model.
- Held bimonthly Coffee and Crucial Conversations meeting with faculty and staff at the Starcke Atrium.
- May 4: Signed Assured Admission Agreement with **Campbell University** president Dr. William Downs and his senior leadership team.
- May 6: Represented Carteret CC with Dave Cerino at **NC Community Colleges Day at the General Assembly** (see photos above with Senator Sanderson and Representative Cairns).
- May 13: Board of Trustees Meeting at 9 AM; NC Coastal Federation Coastal Leadership Institute on campus 1 to 4 PM.
- May 14: Awards Night and Presentation of the Joe Barwick Award
- May 15: Graduation Ceremony at 4 PM; please arrive at Michael Smith Building by 3:30 to robe and gather.
- May 18: Will attend Commissioners' meeting to learn about county budget proposal.

A BIG shout-out to **VP Harker** and all those working on **Workforce Continuing Education** classes for their remarkable growth during the 2024-2025 year:

- Summer 24 – 70.4 FTE compared to Summer 25 97.6 FTE for an approximate **increase of 39%**
- Spring 24 – 149 FTE compared to Spring 25 173.9 FTE for an approximate **increase of 17%**
- Fall 24 139.1 FTE compared to Fall 25 194.4 FTE for an approximate **increase of 40%**

They set firm goals, and the staff responded, increasing total FTE from 2024 to 2025 by 107 FTE, 29.96% and increasing budget FTE by approximately \$535,000. Well done, WCE Team!

Dr. Brown and **Curtis Gillikin** are leading the Learning Management System transition from Moodle to **Canvas** for the College. Carteret is in the first cohort for the switch. All courses will be offered via Canvas by Fall 2026.

We look forward to celebrating outstanding students, staff, and faculty during the next few weeks, as well as the Board's Joseph T. Barwick Civic Award recipient, Mrs. Barbara Hill. Thank you for your support and advocacy for Carteret and for community colleges. Together, we are changing lives and generational prospects/prosperity.

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 05/04/2026
SUBJECT: Board of Trustee 05/13/2026 Meeting

- ‘Tis the season! At the time of this reporting, our Registrar’s Office has shared this update: 2026 spring/summer-pending completions number 308 unduplicated students, including 181 associate degrees, 30 diplomas, and 165 certificates. Among these completions are 21 CCP completers. Tentatively 200 signed up (2 waiting list) students walked in our ceremony on the 15th.
- Help us spread the word! We will host our annual Engineering Night on 5/21, 5pm-7pm in the Bryant Student Center– We will feature our Associate in Engineering degree and have university representation to discuss transfer options. We will also have faculty demonstrations and engineering-related employers to discuss careers in different fields of engineering.
- On 5/4/2026, Campbell University President Downs and his administrative team joined us for the signing of the Carteret CC and Campbell University Assured Admissions Agreement. This agreement will ease students’ transfer between our two institutions.
- Our College is making important steps toward the Fall ’26 transition of our Learning Management System from Moodle to Canvas. We have created a new institutional template for online courses which will ensure that students can easily navigate any of our courses, we are offering faculty training through online courses and in-person professional development, and we have contracted a service that will import our existing fall courses into the new platform.
- We have several Academies planned this summer for students from ages 16 and up. The academies will introduce students to skills and technologies that will develop knowledge and real skills. Several offer external certifications or credits into our degree programs. Register at <https://info.carteret.edu/academies>

Baking Academy

Discover the art and science of baking in this hands-on academy where you'll learn essential techniques and create delicious treats from scratch! Perfect for beginners and future chefs, this course even offers a pathway to Culinary Arts with the opportunity to earn credit for Baking I.

Culinary Academy

Step into the kitchen and learn the essential skills every chef needs in this hands-on Culinary Academy! Master cooking techniques, knife skills, and flavor building while earning credit for Culinary Skills I and exploring a future in Culinary Arts.

Digital Technologies

Step into the future with this hands-on Digital Technology Academy where you'll explore coding, AI, 3D printing, and cybersecurity! Build real-world tech skills, boost your creativity, and discover exciting career paths in today's digital world.

Intro to Outboards

Get hands-on with real marine engines and learn how outboards work from the inside out in this exciting, small-group course! Build valuable mechanical skills and even earn a Yamaha Technician Certification while exploring a career on the water.

Artistic Welding

Ignite your creativity and learn to shape metal like a pro in this hands-on Artistic Welding course! Explore exciting techniques like MIG, TIG, and stick welding while creating unique projects that blend technical skill with artistic expression.

Aquaculture Practicum I

Dive into the world of aquaculture with this hands-on course where you'll learn how to raise and manage fish and shellfish like a pro! Gain real-world experience and practical skills used every day in aquatic farming operations.

Aquaculture Practicum II

Take your aquaculture skills to the next level with this immersive, hands-on experience in fish and shellfish farming! Build confidence managing daily operations and gain real-world skills used in professional aquaculture facilities.

Explore Photography Outdoors

Get outside and capture the world through your lens in this dynamic, hands-on photography experience! Build real skills as you explore light, movement, and environment while shooting in exciting real-world settings.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 05/04/2026
SUBJECT: Workforce and Continuing Education May Board Report

The College and Career Readiness Department Graduation Ceremony will be held on Wednesday, May 13, 2026, at 4:00 p.m. at the Crystal Coast Civic Center. The ceremony will honor students who have completed the Adult High School diploma and the High School Equivalency (GED) diploma. Please join us for this special event.

The Graduation and Pinning Ceremony for Certified Nursing Assistant students will be held on May 6, 2026, at 5 pm in the Civic Center. Sixty-four CNA students are graduating this spring, including seven Carteret Health Care apprenticeship students/employees.

Apprenticeships & Workforce Pathways

Carteret Works celebrated National Apprenticeship Week, April 26–May 2, by highlighting seven current apprentices: six CNA students and one Surgical Technology student. The celebration also spotlighted the strong partnership between Carteret Community College, Carteret County Public Schools, and Carteret Health Care. The event included a special video message from Governor Stein.

<https://youtu.be/J7hcl76T1tk>

During April, the Trades and Industry Division finalized plans to launch an Electrical Apprenticeship Program beginning in Fall 2026, expanding workforce pathways, and strengthening employer partnerships.

Customized Training & Business/Industry Support

Carteret Community College was awarded a three-year, \$40,000 customized training project for the company 21CS. The first training event was an interactive team-building workshop for twenty-four company employees. The course was facilitated by leadership instructors and included a hands-on culinary component. Additional training is scheduled to begin in August, covering the topics Fundamentals of Leadership and Communication.

We completed two sections of Fundamentals of Manufacturing Leadership at Veneer Technologies, with twenty-seven managers and supervisors completing the 24-hour course. The same two classes are scheduled to begin at Parker Offshore in May.

We have secured a training partnership with Purcell Foods that operates 13 McDonald's locations across Eastern North Carolina. Twenty-four employees participated in Fundamentals of Leadership and Communication training. Topics included Leadership 101, communication, team leadership, difficult conversations, and managing challenging workplace behaviors. We are scheduled to train more than 120 Purcell Foods employees over the next several months. The training is being conducted online.



College staff from various departments participated in the annual Carteret County Chamber of Commerce Business After Hours Expo, where program information and schedules were distributed to attendees.

Public Safety Training

Several specialized training courses are scheduled for May for our local Fire Departments. In partnership with the Emerald Isle Fire Department, the College is hosting Mark VonAppen, retired Fire Captain from California, for a Leadership Retreat featuring his “Fully Involved Leadership” course. He is a national speaker in the public safety industry and on the national stage at events such as the Fire **Department Instructors Conference (FDIC)**, the world’s largest annual premier firefighting training conference

The College is also providing training to the Crystal Coast Water Rescue team as it expands its response capabilities. Historically, the team has been a local county asset, but Hurricane Helene helped them become a statewide asset as they traveled to affected areas to provide aid. Courses include NIMS 300 and 400 to strengthen knowledge of the Incident Command System for large-scale events, and land search training prepares first responders to assist in locating victims in wilderness and disaster environments.

Joshua Phillips started as Chair of the Basic Law Enforcement Training program on May 1, 2026. He will be introduced at the May Trustees meeting.

Reentry & Justice-Impacted Workforce Support

The Reentry Program continues to provide workforce support to justice-impacted clients. The program is scheduled to begin workforce development coaching with Southeastern Integrated Care (SEIC) and the MirIAM in Carteret County. The Reentry Program also continues its partnership with Carteret Correctional Facility, providing in-reach support and pre-release coordination for participants.

Trades & Industry Program Development

The Welding Program completed five live projects this semester, serving both community partners and the college. These projects provide students with hands-on experience aligned with industry expectations.

The Welding Program Chair has completed one of three certification examinations required to earn the Certified Welding Inspector (CWI) credential. This certification will strengthen the welding program and expand opportunities for students to earn additional industry-recognized credentials.

TO: Carteret Community College Board of Trustees
FROM: Scott Lane, Vice President of Finance & Administrative Services
DATE: May 4, 2026
SUBJECT: Board of Trustees **May 13, 2026**, Meeting Report

Athletics

- **Recruitment:** Coaches remain focused on recruiting student-athletes, with strong progress to date. Approximately 75% of team rosters are filled. As the academic year concludes, we anticipate adding second-year transfers from other colleges to complete remaining roster needs, helping ensure teams are not comprised entirely of first-year students.
- **Facilities:** Construction is currently underway to create dedicated athletics locker rooms in the BLET building, supporting program growth and student-athlete experience.
- **Fundraising:** An initial athletics fundraising plan has been developed and will be a priority over the coming months. Funds raised will support all initial start-up costs for the athletics program.
- **Professional Development:** Scott Lane attended the NJCAA Convention in Kansas City during the week of April 13. Attendance is required for newly admitted NJCAA member athletic directors and provided valuable insight into NJCAA operations, governance, and sport committee activities.

Auxiliary Services

- **Bookstore Transition Planning:** Continued planning is underway to transition the bookstore to a college-owned and operated model utilizing the Equitable Access (EA) framework.
- **Bookstore Operations & Renovations:** The Follett Bookstore will continue operations through June 11 to support the summer semester. Following Follett's departure, the space will undergo renovations including new flooring, lighting, and paint. New retail fixtures have been ordered and will be installed prior to stocking merchandise. The target reopening date is July 27.

Financial Aid & Veterans Services

- **FAFSA Applications:** We continue to assist students and parents with completing the FAFSA for the summer and upcoming fall semester. At the same time, we are awarding summer financial aid and preparing for the 2026–2027 academic year. To date, we have received over 1,000 FAFSA applications, which are currently under review. We anticipate beginning to award financial aid for the upcoming academic year within the next two to three weeks.
- **Institutional Scholarships:** A total of 370 scholarship applications were received before the May 1, 2026, priority deadline, and we anticipate starting the scholarship award process within the next two weeks.
- **Outreach:** We are planning a FAFSA Day on July 18, 2026. This event will be held in the Student Bryant Building, from 9:00 am - 1:00 pm.

Budget

STATE BUDGET SUMMARY				
<i>As of 4-30-26</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$4,113,934	\$3,117,963	\$995,971	75.8%
Curriculum Instruction	\$8,154,324	\$6,409,503	\$1,744,821	78.6%
Workforce & Continuing Education	\$2,369,602	\$2,082,144	\$287,458	87.9%
Academic Support	\$1,115,518	\$1,181,130	-\$65,612	105.9%
Student Support	\$1,155,005	\$959,131	\$195,874	83.0%
Capital Outlay	\$295,201	\$346,676	-\$51,475	117.4%
Totals	\$17,203,584	\$14,096,548	\$3,107,036	81.9%

COUNTY BUDGET SUMMARY				
<i>As of 4-30-26</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$582,613	\$564,330	\$18,283	96.9%
Plant Operations	\$3,017,387	\$2,474,443	\$542,944	82.0%
Capital Outlay	\$2,387,555	\$1,313,436	\$1,074,119	55.0%
Totals	\$5,987,555	\$4,352,208	\$1,635,347	72.7%

INSTITUTIONAL BUDGET SUMMARY				
<i>As of 4-30-26</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$85,234	\$203,992	-\$118,758	239.3%
Curriculum Instruction	\$736,214	\$965,139	-\$228,925	131.1%
Workforce & Continuing Education	\$461,261	\$188,513	\$272,748	40.9%
Academic Support	\$73,284	\$124,329	-\$51,045	169.7%
Student Support	\$793,028	\$698,892	\$94,136	88.1%
Plant Operations	\$16,251	\$19,957	-\$3,706	122.8%
Proprietary	\$114,920	\$230,012	-\$115,092	200.1%
Student Aid	\$4,400,000	\$4,465,807	-\$65,807	101.5%
Capital Outlay	\$9,375,000	\$1,709,254	\$7,665,746	18.2%
Totals	\$16,055,192	\$8,605,896	\$7,449,295	53.6%

Emergency Preparedness and Security

Meetings and Professional Engagement

- Staff Executive Committee, Alumni Committee Meeting, Foundation Concert Safety Meeting
- National Anthem Auditions for Graduation
- Verkada Camera Systems Zoom Meetings
- Assisted the Nursing Program with their disaster simulation, including coordination of East Care helicopter landing on campus
- Assisted with parking for Carteret County Pregnancy Mobile Unit
- Attended the annual meeting of Association of Community Colleges Safety and Security Officials

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: March 31, 2026
SUBJECT: Board of Trustee May 13, 2026, Meeting Date

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

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

Annual Fund Unrestricted Gifts: \$44,567 (124% of goal)
Fundraising Revenue: \$475,146 (66.9% of goal)
Endowment donations/growth this year-to-date: \$80,038

Community Relationships and Current Activities:

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

- Continued donor meetings in support of the Workforce Center for Construction and Transportation Trades. Additional \$166,800 raise since February, total raised to-date: \$617,100
- Opened registration for all Summer Youth Camps: a few openings remain in some of the camps. Registration: [Carteret Community College | Events Home](#)
- Foundation's Development and Finance Committees held regular bi-monthly meetings to review planning efforts and events towards meeting annual goals.
- Bird Bam Brunch was held on Saturday, April 18th. Over 32 in attendance to learn the new 2026 playing card and practice during social play, this is a Sound Discovery opportunity.
- The NC Shell Club renewed their annual scholarship for students in the Aquaculture Program, and added an additional \$1,000 in funding support for two scholarship next fiscal year versus one scholarship. Also met the group to tour the facility last Friday with David Cerino.
- Met with retiree, Gary Plough, the NC Elks would like to grow their annual scholarship funding disbursement to community colleges. Provided guidance on ways for them to consider this effort.

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

- **Celebration on the Sound**, May 8th - celebrationonthesound.com
- **Retiree Social**, May 28th, 4PM – [RSVP to Brenda Reash](#)
- **Tase of the South**, June 19th - [Taste of the South 2026](#)
- **Spanish & King Mackerel Tournament**, July 17 –25 - [19th Annual Spanish & King Mackerel Tournament](#)
- **Mamma Mania**, The American Tribute to ABBA, August 29th - [Mamma Mania](#)
- **Life Enrichment Classes** to explore: [Life Enrichment - Carteret Community College](#)

Bird Bam Brunch:



2026 Scholarship Luncheon:



TO: Carteret Community College Board of Trustees
FROM: Angela Hiley, Grants Coordinator
DATE: 5/7/26
SUBJECT: Board of Trustees May 13, 2026, Meeting

Carteret Community College Grant Status Report				
Grant Information			Grant Status	
Funding Organization	Purpose of Grant	Requested	Application Submitted	Status
Beaufort Ole Towne Rotary	LST supplies	\$2,500	April 2026	Awarded \$2,500
Lowes Foundation Cable Grant	WCCTT Capital	\$1,000,000	March 2026	Did not win
Cannon Foundation	WCCTT Capital	\$250,000	March 2026	Open
Duke Energy	Community Resiliency – campus improvements	\$25,000	March 2026	Awarded \$25,000
AWS	WCCTT – Welding Equip.	\$47,640.93	March 2026	Open
Duke Energy	WCCTT - Electrical Equip.	\$24,825.00	February 2026	Did not win
Dollar General	Adult Literacy (CCR)	\$10,000	February 2026	Open
AFFA	SAGA Club Support	\$4,000	January 2026	Awarded \$2,000
Firehouse Subs	First Responder Equipment	\$28,854.53	January 2026	Did not win
NC State & Local Cybersecurity Grant	Two firewalls & three-year support contract	\$98,982.24 (40% match)	November 2025	Open
Truist Foundation	WCCTT Capital	\$100,000	November 2025	Awarded \$50,000
Ferguson	WCCTT Equipment	\$10,000	October 2025	Did not win
Dreyfus Foundation	WCCTT Equipment	\$15,393	October 2025	Did not win
NSF (ATE)	Marine Trades All Things Boat	\$471,443	September 2025	Open
Weyerhaeuser	WCCTT Equipment	\$28,107	September 2025	Did not win
Big Rock Foundation	WCTT Capital	\$500,000	August 2025	Awarded \$100,000
Philip L. Van Every Foundation	WCTT Capital	\$50,000	August 2025	Awarded \$50,000
NC State & Local Cybersecurity Grant	Cybersecurity modernization	\$237,445 (30% match)	January 2025	Awarded \$166,211.64
Sea Grant Aquaculture Legal/Regulatory/ Policy	Compliance Software App for Oyster Farmers	\$176,498	January 2025	Open
Sea Grant Aquaculture Internships	Aquaculture internships/partnerships	\$251,024	Revised/resubmitted January 2026	Open
NOAA – Fisheries Habitat Conversation Program	Building Capacity for Restorative Aquaculture & Resilient Coastal Communities in Eastern NC	\$9,995,823	April 2025	Open
Total Fiscal Year Awards \$395,711.64				

TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Sr. Director, Operations and Facilities
DATE: May 1, 2026
SUBJECT: Board of Trustee Meeting May 13, 2026 – Facility and Operations Updates

- **Workforce Center for Construction Trades and Transportation Technology:**
 - DEQ Stormwater permit and building permit – completed.
 - Concrete spread footings installed week of 4/20-4/24. 230 yards and 23 concrete trucks completed all footings for building section A.
 - Steel delivery – 13 tractor trailer trucks of structural steel have been delivered in April, in preparation to start with building erection in May.
 - Concrete footings for building section B were completed 4/27-5/1.
 - Concrete slab pour is scheduled for the week of May 25.
 - All exterior building wall panels are scheduled for delivery May 21.

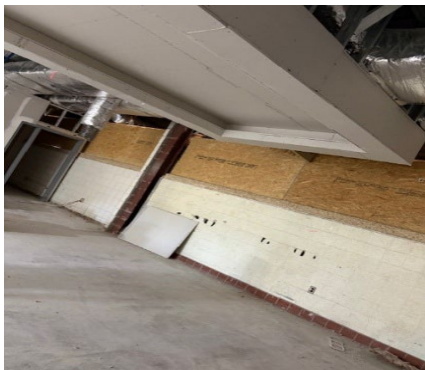


- **McGee Lift Station Project**

- B. Benton company began construction March 24 due completion mid-June.
- 12' deep trench dug to relocate sump on the building exterior.



- **Carteret CC One-Door (McGee Building): PHASE III**
Materials for the south wall arrived



BEFORE



AFTER

O&F Team is growing

- We have filled a position for a Maintenance Grounds member – Sam Wernick moved from part-time grounds to full-time ground on April 1.
- We have filled a position for a Maintenance Technician II – John Doneghy began on April 1.
- We have one part-time grounds position advertised for seasonal work.

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, Senior HR Director
DATE: April 30, 2026
SUBJECT: Board of Trustee May 2026 Meeting

Recruiting/Hiring*

Chair, EMS	Christine Turner (2/6)	Moving to a part-time contract arrangement
Chair, BLET (title changed)	Amy Snider-Wells	Josh Phillips DOH 5/1
Assistant Dir, Retail Sales	New	Interviews 5/15 & 18
HR Specialist	Rachel Hines	Interviews 5/11
Nursing Instructor	Melaine Boudreau (promotion)	Interviews 5/12 & 13
Admin Assistant, Business & Commercial Enterprise	Valarie Ealey	Interviews 5/4 & 14
Admin Assistant, Health Sciences	Teresa Biggers	Interviews 5/4 & 14
CRM Manager	New	Posting closes 5/6; 5/8 application review

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

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

Employee Headcount and Turnover

April Payroll Headcount		April Turnover	FY26 Turnover	Historical Turnover
F/T Perm Faculty	65	1.74%	10.56%	FY25: 12.99%
F/T Perm Staff	104			FY24: 13.75%
P/T Perm Faculty	0			FY23: 13.11%
P/T Perm Staff	3			FY22: 16.36%
Total Perm	172			FY21: 14.57%
Total Payroll	357			FY20: 10.91%

Recent Employee Departures

Name	Position	Date
Valerie Ealey	Admin Assistant, Business & Commercial Enterprises	4/17
Rachel Hines	HR Coordinator	4/21

Other Accomplishments: 9th session of Carteret CC's Emerging Leaders Academy (Communication & Feedback – *Let's Talk: Make Effective Feedback Your Superpower*) & coordinating mentoring visits to other colleges. KIKC Session: Navigating Workplace Politics (4/15) & Civility Isn't Weakness (4/30). Led NCCCHRA Eastern Regional Meeting (4/22).

TO: Carteret Community College Board of Trustees
FROM: Curtis Gillikin, Director Campus Information Technology
DATE: May 8, 2026
SUBJECT: Board of Trustees May Meeting

Highlights, Initiatives, and Projects Completed April 2026

- The new IT Help Desk Manager, Nicholas Pratt III, started on April 1st.
- Filled the part-time IT Specialist I position. They will begin their role on May 11th.
- The Network & Security Administrator and Systems Administrator attended Microsoft Purview training hosted by NCCCS on March 31st - April 2nd.
- Configured SAML SSO for the following platforms. This will provide a more seamless and secure login experience.
- Nelnet, the platform used for student payment plans.
- Instructure Canvas, the new Learning Management System (LMS).
- Resero CampusCloud, the new point of sale system for the campus store.
- Presented the Artificial Intelligence (AI) Policy to the Board of Trustees for a first reading at the April 8th meeting.
- Automated the daily reports and updates of student information imported into NetTutor, eliminating the manual process. WCE students will also be enrolled in NetTutor moving forward.
- Met with K16 Solutions, Ellucian, and Instructure throughout the month to coordinate the LMS migration.
- Completed the migration of network information to the firewall and new Meraki switching infrastructure. Decommissioned the old core switch. This will increase the security and performance of the campus network.
- Configured a virtual server for the campus door access control system. The data and configurations from the standalone physical server were migrated. This was a necessary upgrade to allow for the continued expansion of door access badge readers across campus.
- Configured the Canvas Learning Tool Integration for Pearson. This will allow Pearson instructional resources to be used in the new LMS.
- Configured the API connection between Intelliboard and Canvas. Intelliboard is a data analytics and reporting tool for the LMS.
- Configured the Canvas Learning Tool Integration for the YuJa Lumina Video Platform. This will allow faculty to use the video platform and associated resources directly in their LMS courses.
- Retrieved, re-imaged, and re-deployed the laptops at the Peer Recovery Center and Broad Street Clinic remote sites.
- Provided IT and AV support for: April 14th SGA Spring Fling & April 16th Phi Theta Kappa Induction Ceremony

TO: Dr. Tracy Mancini and Trustees
FROM: Andrea Cole, Chair – Faculty Executive Committee
DATE: 5/4/2026
SUBJECT: FEC Meeting notes

The Faculty Executive Committee held its most recent meeting on April 7, 2026.

Accomplishments this year:

- FEC bylaws amended and approved.
- Created a standardized Template for use in our upcoming new LMS, Canvas.
- Assessed and feedback shared on several instructional tools to be used in Canvas.
- Supported faculty's efforts to make their courses fully accessible by arranging PINK Day sessions on WCAG accessibility best practices for Canvas, PowerPoint, and Word documents.
- Collaborated with Scott Leahy, SEC chair, and the Foundation to sponsor an upcoming Employee luncheon on May 21st
- Promoted knowledge sharing across departments by adding a new segment to our monthly meetings called "Faculty 2 Faculty: 5-minute tips and tricks".

TO: Dr. Tracy Mancini & The Board of Trustees
FROM: Scott Leahy, Chair - Staff Executive Committee
DATE: 5/4/26
SUBJECT: SEC Meeting notes

The SEC Committee met on 4/17/26 with 16 staff members in attendance. Our goal is to continue to improve communication throughout the college.

Nic McGee was selected as the Staff Person of the Year. Nic McGee serves as the college's IT System Administrator. Nic's expertise, integrity, and commitment to excellence make him a role model for others and a tremendous asset to Carteret Community College.

An employee appreciation lunch will be hosted on May 21st. High on the Hog BBQ will be onsite to provide free lunch to all staff and faculty members.

Funding is provided by a collaboration between SEC, FEC, and the CCC Foundation.



Hungry?
LUNCH IS ON US
MAY 21 11:00-1:00

 Bryant Student Center
Parking Lot

- *RSVP IS STRONGLY ENCOURAGED*
- *DIETARY NEEDS CAN BE MET*



LUNCH IS SPONSORED BY SEC, FEC AND THE FOUNDATION

TO: Carteret Community College Board of Trustees

FROM: Marley Ward, SGA President

DATE: May 4th, 2026

SUBJECT: Board of Trustees, May 13th, Meeting

The Student Government Association has remained active in supporting student involvement and building a stronger campus community. Through events and outreach, SGA has worked to make sure students feel connected, included, and heard.

Events/Activities held in April

- **Spirit Week**
- **Board Game Day**
- **Tie-Dye Make & Take**
- **Kraken Exam Jam**
- **Spring Fling:** Our biggest event in the Spring semester was Spring Fling: Petal Palooza. We had over 150 students, staff, and faculty attend this event. We had delicious food prepared by our culinary arts students and wonderful baked treats for our bake walk. We had tables set up where students could make their own stuffed animals, sugar body scrubs, sand art, and much more. This event was a hit, and we really enjoyed seeing all the smiling faces.





N4CSGA Conference - In April, the SGA officers had the opportunity to attend the North Carolina Comprehensive Community College Student Government Association (N4CSGA) Conference in Raleigh. During the conference, they connected with students from across the state, attended leadership sessions, and gained new ideas to bring back to campus. It was a great experience that helped them grow as leaders and represent Carteret in a meaningful way.

Resources provided on Campus for Students

Student Life and the Counseling Center put together multiple free resource events on campus this month.

- **Coastal Pregnancy Care Center Mobile Unit:** The CPCC Mobile Van was on campus for the final time this semester on April 29th. They provide students with access to resources and services like free pregnancy testing, STD testing, and limited ultrasounds.
- **Love on a Leash:** A certified therapy dog program dedicated to bringing happiness, healing, and connection to individuals.
- **Kraken Connections:** Hosted a resource-focused event featuring community partners, including Carteret Speak, Domestic Violence Program (PORT), and Carteret County Health Department (CCHD), aimed at increasing awareness and access to support services in our county.

Final SGA Event for the Spring 2026 Semester

- **End-of-Semester Party:** This event will be held on Wednesday, May 6th, in the Bryant Student Center. We will have free food and snacks to enjoy as we close out the semester.

As my time with the Student Government Association and serving on the Board of Trustees ends, I would like to say that I am incredibly grateful for the opportunity to represent the student body and contribute to meaningful leadership on campus. This experience has strengthened my leadership, communication, and advocacy skills and has been a defining part of my journey at Carteret Community College. Following graduation, I will be continuing my education at North Carolina State University, where I plan to pursue a degree in psychology with the goal of building a career centered around mental health and research.