



TO: All Members of the Board of Trustees
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, November 13, 2024, at 9:00 a.m., Henry J. McGee Boardroom

AGENDA		
I.	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.	FOUNDATION CHECK PRESENTATION A. Mr. Lynn Eury	Chair Darden
III.	* APPROVAL OF AGENDA	Chair Darden
IV.	* APPROVAL OF MINUTES (October 9, 2024 Attachment 1)	Chair Darden
V.	CHAIR REPORT	Chair Darden
VI.	NEW EMPLOYEES & APPOINTMENTS A. Robert Williams B. Roderick Gillikin C. Tamara Kavanaugh D. Teresa Terrell	Chair Darden Dr. Maggie Brown Mrs. Laurie Freshwater Mr. Scott Lane
VII.	PRESENTATION A. WCE Trades Program B. Review the WCE Accountability & Integrity Plan	Chair Darden Mr. Perry Harker Mr. Richard McCormac Mr. Perry Harker
VIII.	NEW BUSINESS * A. Vote on December 11, 2024, Board Meeting	Chair Darden
IX.	COMMITTEE REPORTS A. Buildings and Grounds Committee * B. Finance Committee 1. Institutional Funds Account Change * C. Personnel, Policies & Bylaws 1. Second read of Bylaws and Governing Policies	Chair Darden Trustee Bill Henderson Trustee Dee Meshaw Trustee Penny Hooper
X.	OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 2,3,4,5,6,7,8,9,10) C. SGA Report	Chair Darden Trustee Mort Congleton Dr. Mancini Ms. Jennifer Maldonado-Castro
XI.	BOARD COMMENTS	Chair Darden/Trustees
XII.	* ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
November 28-29	Thanksgiving Holiday, College closed		
November 30	Holiday Market & Street Fair	11:00 a.m.	Parking lot in front of Small Business Center
December 6	Escoffier Dinners, click here for info and tickets	5:30 p.m.	Hospitality and Culinary Arts Center
December 11	BLET Graduation	6:00 p.m.	Joslyn Hall
December 12	Allied Health & Spa Services Pinning Ceremony	5:30 p.m.	Joslyn Hall
December 13	Fire Academy Graduation	5:30 p.m.	Joslyn Hall



Attachment 1

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

October 9, 2024

I. CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 9:00 a.m. on October 10, 2024, at the Wayne West Building, Room 215, on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mrs. Melodie Darden, Chair
Dr. Wrenn Johnson, Vice Chair
Mr. Doug Brady
Mr. Bill Henderson
Mr. Doug Starcke (via Zoom)

Mrs. Rosa Langston
Mrs. Kelly Marek
Mr. Will Rogers
Mrs. Penny Hooper
Mr. Mort Congleton

Trustees Absent

Mrs. Dee Meshaw
Mrs. Catherine Parker

Student Government Association Present

Ms. Jennifer Maldonado-Castro, 2024-2025 SGA President and 2024-2025 N4CSGA President

Administration Present

Dr. Tracy Mancini	President
Mr. Perry Harker	Vice President, Workforce Continuing Education
Mr. Scott Lane	Vice President, Finance and Administrative Services
Mr. Curtis Gillikin	Director, Campus Information Technology
Mrs. Amanda Bryant	Senior Director, Human Resources
Ms. Logan Okun	Senior Director, Marketing and Public Information
Mr. Richard Abell	Director, Security & Emergency Preparedness
Ms. Angela McMahon	Executive Assistant to the President

College Employees Present

Mr. Jeremy Thompson	Assistant Director, Operations & Facilities
Ms. Marquita Hall	SEC Chair
Mr. Ryan Adrick	FEC Chair



Mrs. Kristi Mroch
Mr. Ethan Lynk
Mr. Nicholas McGee

Foundation Coordinator, Events & Communications
IT Specialist I
IT Specialist I

Guests Present

Pastor Nate Leonard
Dr. Michael Gooden
Pastor Frank Jarman
Mrs. Lynn Jarman
Ms. Wanda Bennett
Ms. Jane Gordon
Ms. Cheryl Burke

Foundation Director
Kirkman, Whitford, Brady, Berryman & Gordon, PA
Reporter, Carteret County News-Times

I. CALL TO ORDER

A. Ethics Reminder

Chair Melodie Darden called the meeting to order at 9:00 a.m. Chair Darden reminded members of the board of the ethical requirements for public servants and requested that members identify conflicts or potential conflicts of interest with respect to any item on the agenda. No board member expressed any potential or actual conflicts of interest.

II. FOUNDATION CHECK PRESENTATION

A. Suellen C. Leonard Memorial Scholarship

Chair Darden introduced Pastor Nate Leonard and Pastor Frank Jarman and spoke about the Suellen C. Leonard Memorial Scholarship. She said Pastor Jarman started this effort by donating a boat to the Foundation's Boat Donation & Resale Program. After the sale the boat, the church fellowship and community then rallied behind him and raised to-date \$70,000 to establish this endowed scholarship for Carteret CC students in Mrs. Leonard's memory.

Suellen Leonard was born in Oak City, NC, on March 31, 1979. From the time she was young, Suellen loved three things very deeply: science, teaching, and the Lord Jesus. Upon receiving a Teaching Fellows Scholarship, Suellen attended North Carolina State University, graduating in 2001, and then taught biology and earth science in the public-school system. She married Nate Leonard, who began serving as Senior Pastor of First Baptist Church of Morehead City in 2013. Together, they have three children, so Suellen's teaching began to take different forms, from being a Title 1 Reading teacher, teaching sewing and calligraphy at Carteret Community College, and serving as a science teacher at The Nature School at Camp Albemarle. Sadly, Suellen's life ended far too soon due to a tragic car wreck.

Through this scholarship, Pastor Leonard and Pastor Jarman pray that her love for science, teaching, and Jesus will live on through those who benefit from the scholarship.



III. APPROVAL OF AGENDA

Chair Darden presented the October 9, 2024, agenda for approval by the Board.

Trustee Mort Congleton motioned to approve the October 9, 2024, agenda. Trustee Will Rogers seconded the motion. The motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

Chair Darden presented the September 11, 2024, minutes for approval by the Board.

Trustee Rosa Langston motioned to approve the September 11, 2024, minutes. Trustee Wrenn Johnson seconded the motion. The motion passed unanimously by voice vote.

V. CHAIR REPORT

Chair Darden thanked trustees for their engagement, reporting 100% of the Board participated in College events during the last month. Trustees Hooper and Langston attended the Citizens for Diversity in Education FAFSA event on September 14, 2024. Trustees Brady and Congleton attended the Escoffier Dinner on September 17, 2024. Trustee Wrenn Johnson attended the Fall Fest on September 25, 2024. Chair Darden said she and Dr. Mancini attended a conference at Pitt Community College on generative AI and other technological advancements that change the way we work and learn. She noted Mr. Richard Paylor, CCPS Superintendent, was also in attendance. Chair Darden said Trustee Doug Starcke served on the Selection committee for the Transportation/Trades building, participating in Design-Build contractor interviews on October 1, 2024. Chair Darden said nine trustees had participated in the strategic plan focus group of trustees and Foundation directors, meeting with Dr. Zack Barricklow on October 2, 2024. Joining her in the group were Trustees Henderson, Marek, Johnson, Parker, Hooper, Starcke, Langston, and Rogers. Chair Darden said she attended the graduation of the first spring cohort of students for the Associate Degree in Nursing in Joslyn Hall on October 4, 2024. She said the close relationships between students, and between students and instructors, were evident.

Chair Darden said it is with sadness that she shared the news of Trustee Parker's Grandmother's passing. The trustees will place a memorial brick in the reflection garden in her honor.

Chair Darden invited trustees to review their board packet for upcoming events. She noted that both Dr. Brown and Ms. Jenny Maldonado-Castro had invited trustees to attend Trunk-or-Treat on campus on October 29, 2024.

VI. NEW EMPLOYEES

Dr. Mancini introduced Mr. Curtis Gillikin as the new College Director of Information Technology. Mr. Gillikin had been promoted to replace Mr. John Green. Mr. Green has accepted the position of Chief Information Officer at Lenoir Community College. Dr. Mancini said Mr. Gillikin is a graduate of the Carteret CC Information Technology program and she is very proud of all he has achieved as the College's Network & Cybersecurity administrator thus far. Mr. Gillikin said he was grateful for the opportunity and was looking forward to the challenges of the new role.



Mr. Gillikin introduced Mr. Ethan Lynk, and Mr. Nicholas McGee, both of whom had recently joined the College as IT Specialists. Mr. McGee said he was raised in Carteret County, graduated from East Carteret High School in 2016, and spent six years in the Air Force before joining the College. Mr. Lynk said he was also raised in Carteret County, graduating from East Carteret High School in 2017. He said he was excited about his new role and looked forward to helping trustees and getting to know them better.

VII. NEW BUSINESS

A. Legislative Connections

Chair Darden said the NCACCT was requesting all trustees across the state complete a Legislative Connections questionnaire. Dr. Mancini said the NCACCT intended to establish a database to better leverage legislative contacts to advocate for community colleges. Chair Darden told trustees the questionnaire could be found with their meeting materials, and instructed them to return the completed form to Ms. McMahon for submission to the NCACCT.

VIII. COMMITTEE REPORTS

A. Buildings & Grounds Committee

1. Consider Design-Build Proposals for Carteret CC Workforce Center for Construction Trades/Transportation Technology

Chair Darden invited Trustee Henderson, Chair of the Buildings & Grounds committee, to update trustees on committee activity. Trustee Henderson said the committee met on October 7, 2024, and heard from Dr. Mancini and Mrs. Goodwin about Selection committee activity for the Design-Build contractor for the future Transportation/Trades Center. Trustee Henderson said the Selection committee was made up of Trustee Doug Starcke, Mr. Aaron Lumpe of the State Construction Office, Dr. Mancini, Mr. Scott Lane, Mrs. Cindi Goodwin and Mr. Jeremy Thompson.

Trustee Henderson said the Buildings & Grounds committee brings a motion to the Board to select Daniels and Daniels Construction and Mosely Architects as the Design-Build contractors for the Workforce Center for Construction Trades and Transportation Technology.

Chair Darden invited any questions.

The motion passed unanimously by voice vote.

2. EcoTech Grant

Trustee Henderson said the Buildings and Grounds committee heard from Mr. David Cerino about an NSF Engines grant. Mr. Cerino is part of committee representing multiple institutions, including Carteret CC, in pursuit of a NSF grant that will promote Ecosystem Technology. The funding application is due February 2025. No Board action is due at this time.



Trustee Henderson said the Town of Morehead City Planning Board will review the College's re-zoning request for four parcels of land for the future site of the Transportation/Trades Center on October 15, 2024 at 5:30 p.m. He said Dr. Mancini, Mrs. Goodwin and Mrs. Jane Gordon will be there. He encouraged all to attend. Dr. Mancini confirmed the meeting will be at 1100 Bridges Street, Morehead City.

B. Personnel, Policies, & Bylaws Committee

1. Governing Policies, first read.

Chair Darden invited Trustee Hooper, Chair of the Personnel, Policies & Bylaws committee, to update trustees on committee activity. Trustee Hooper said the committee met on August 30, 2024, and reviewed the Governing Policies. The committee recommended one revision, adding "no fewer than" to Section 4.17.1.5, B. 1).

2. Bylaws, first read

Trustee Hooper said, during the meeting on August 30, 2024, the committee also reviewed the Bylaws. Trustee Hooper said the committee proposed changes to the Bylaws to make grammatical and formatting corrections, bring certain numbering in line with the Statute, and add certain powers and duties of trustees as established by the State Board. The committee also proposed a revision to allow the approval of committee minutes by email. Trustees reviewed the proposed revisions. Discussion followed. Trustee Henderson recommended one change to the revision addressing the approval of minutes.

The revised Governing Policies and Bylaws will be presented for a second read at the Board meeting on November 13, 2024.

I. OTHER REPORTS

A. Foundation Liaison

Trustee Congleton said he, Dr. Mancini and Trustee Brady had attended the Escoffier dinner on September 17, 2024. He encouraged trustees to attend future dinners. Trustee Congleton directed all to review the upcoming Foundation events detailed in the Board packet. Trustee Congleton advocated for 100% Annual Fund participation by the Board. Trustee Brady added that he thought the September 17, 2024, Escoffier dinner had been the best one to date.

B. President's and Executive Leadership Council Reports.

Dr. Mancini said trustees may not be aware but she, Mr. Kyle Marek, President of Carteret Health Care, and Mr. Richard Paylor, Superintendent of Carteret County schools, meet quarterly. She said the three met this month and discussed not only ways they are currently working together, but also ways in which they might support one another.

Dr. Mancini said three Culinary students are currently studying as Goellner interns in France. She will invite the students to a Board meeting on their return.



Dr. Mancini thanked trustees for participating in the strategic plan focus group on October 2, 2024. She said there will be more opportunities for trustees to have input. Four strategic plan steering committees are being formed and all staff, faculty, and trustees will have the opportunity to serve on one of those committees. Trustee Marek will serve as the Board liaison in the strategic plan process. Dr. Mancini said the next scheduled meetings will take place in January and the plan should be presented to the Board for adoption in the spring.

Dr. Mancini informed the Board that the College will be implementing several new software systems. FundFive will be introduced as a new registration system for Workforce Continuing Education students. She said the College has been invited by the System office to be part of the first cohort to pilot Element451 as a CRM (Customer Relationship Management program). Element451 helps schools manage engagement, enrollment, marketing, and student success with all the tools, integrations, and resources in one platform. Dr. Mancini said as Carteret CC is part of the pilot program, additional help from the System office will be available in implementing the software. Lastly, Dr. Mancini said the College has been asked to join cohort five of the John M. Belk Endowment initiative N.C. Reconnect, an initiative aimed at enrolling and credentialing adult learners at the state's community colleges. Through N.C. Reconnect, Carteret CC will be assigned an outside contractor, "Inside Track," who will work with the College to create campaigns that will generate leads for Carteret CC programs. Dr. Mancini noted all of these programs are geared towards enrollment growth.

Dr. Mancini said she was happy to inform the Board that, per Mr. Harker's report, the College has entered into a three-year contract for a customized training program for Veneer Technologies. The program will bring \$35,000 in fees to the College.

Dr. Mancini said that Congressman Greg Murphy will be on campus on October 23, 2024, after attending the Chamber of Commerce Legislative Luncheon at the Beaufort Hotel. She said he will tour the Health Sciences Simulation Center. Dr. Mancini said all trustees are welcome to attend.

Trustee Hooper said the new initiatives to promote enrollment growth looked promising. Discussion followed between trustees, Ms. Okun, and Dr. Mancini on how the CRM and N.C. Reconnect are applied from a College perspective. Dr. Mancini said community colleges are trying to see what can be done as a system to keep up with private institutions' automated responses when individuals visit their websites.

C. SEC Report

Ms. Marquita Hall, SEC Chair, addressed the Board on recent SEC activity. She said Mr. Scott Leahy has been appointed as Co-chair, and Ms. Merianne Grigoriuc is Secretary. She said she had been one of several members of the SEC who participated in a strategic plan focus group with Dr. Barricklow, and she felt it had been a very productive meeting.

Chair Darden invited Board comments.

X. BOARD COMMENTS

Trustee Henderson said he commends Mr. Harker and the College on continuing to host the Waste Water School and said he would be very interested to see the economic impact of the program. Trustee Henderson said he was happy to have Mr. Ethan Lynk as a new employee, having realized when



introduced to him that Ethan was the son of Mrs. Deena Lynk, hired in 1998 as the College's first public information officer while also teaching English.

Trustee Johnson said it had been a good meeting. She said that during the strategic plan focus group, several participants had mentioned additional resources were needed to help Ms. Okun in Marketing and Public Information. Trustee Johnson said she was concerned that the new software implementations would create yet more work for Ms. Okun.

Trustee Marek said she was excited about the implementation of the CRM and how beneficial it would be for students.

Trustee Rogers said the Suellen C. Leonard Memorial Scholarship is a tremendous gift to the Foundation. He reminded all of the Legislative Luncheon with Representative Cairns and Congressman Murphy on October 23, 2024. Trustee Rogers also said Dr. Mancini is presenting at the State of the Community breakfast on November 19, 2024, at the Civic Center, as one of ten different leaders in the county.

Trustee Starcke said he is excited about progress in the selection of the Design-Build contractor, learning about the Ecotech grant, and the current scholarship. He said he was inspired by Pastor Leonard's words "God makes something good out of something tragic."

Ms. Jenny Maldonado-Castro said she was looking forward to the upcoming Trunk or Treat and Veteran's breakfast as they are both community-wide events. She said there have been some strong student events with good participation and she would like to see that carry forward to the wider community.

Trustee Brady said the Suellen C. Leonard Scholarship fund is a real gift to the College, and recognition of a wonderful family. He said, on reading Dr. Brown's and Mr. Harker's reports, it is evident how much the College does for the community.

Trustee Rosa Langston said she was excited to hear there is progress with the Transportation/Trades Center. She also said she was happy with the strategic plan process, particularly as the "whole village" is involved. Trustee Langston said she too was very moved by the scholarship, especially as Ms. Leonard was a teacher.

Trustee Congleton said there are many community colleges in the Western part of the state that need help and prayers after the devastation of Hurricane Helene.

Trustee Hooper said she was happy that the strategic plan is progressing and happy to hear of the Nursing graduation. She said she appreciates the opportunities to meet with members of the legislature.

Chair Darden said Pastor Leonard's words about taking tragedy and turning it into something good were wonderful. She said that she appreciates the College's responsiveness to change. The AI workshop she attended showed that change is coming and she feels the College will do what is necessary to respond.



XI. CLOSED SESSION

Chair Darden requested a motion to go into Closed Session at 10:11 a.m. in accordance with N.C. GS 143-318.11(a)(1) and (3). Trustee Congleton motioned to go in to Closed Session. Trustee Rogers seconded the motion. The motion passed unanimously by voice vote.

Chair Darden asked Dr. Mancini, Mr. Gillikin, Ms. Jane Gordon, Mr. Scott Lane, and Ms. McMahon to stay.

A motion was made to come out of Closed Session at 10:40 a.m. by Trustee Rogers and seconded by Trustee Hooper. The motion passed unanimously by voice vote.

XII. PRESENTATION

Mrs. Laurie Freshwater, Dean of Health Sciences, and Ms. Christine Turner, Chair of Emergency Medical Science & Experiential Learning Coordinator, led trustees on a tour of the Health Sciences Simulation Center. Two nursing students also participated and described the educational benefits of the new simulation equipment.

XVI. ADJOURNMENT

There being no further business, Trustee Hooper motioned to adjourn at 11:28 a.m. Trustee Marek 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
October 14, 2024

Melodie Darden, Chair of the Board of Trustees

Date

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

Date

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TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: November 8, 2024
SUBJECT: Board of Trustees November 13, 2024, Meeting

November's **image of the month** (right) features Manicure Technology student **Cara Kinkler** (in Kraken shirt) along with four Spa Services faculty/staff and two fellow students. Cara won 1st place in the SkillsUSA regional nail art competition at the State Fair last month. Her hand-crafted nail art had an Alice in Wonderland theme. Carteret CC's Spa Services programs are bursting at the seams in enrollment, especially with the start of our new **Barbering** program on October 16.



Carteret CC is one of seven eastern community colleges working as a team to support Hurricane Helene recovery efforts for **Mayland Community College** in Spruce Pine, NC. The SGA held a car wash on November 1 to raise funds to send to Mayland for student needs. Thanks to matches from The Carteret CC Foundation matched every dollar raised at the car wash up to \$2,100. **Brenda Reash** is serving as Carteret's point of contact for our team efforts to send needed support. **Amanda Bryant** spent a week in Western NC assisting with recovery efforts through the Baptist relief outreach.

Representatives from the **Golden LEAF** Foundation were on campus November 6 to interview Carteret CC for a grant to start **Carteret Works** – a workforce development program that would encourage high school students participating in the Carteret County Public School System's CAPE internships to move into pre-apprenticeships and apprenticeships through Carteret CC and into full-time employment and careers with local businesses. If funded, the grant will allow for a director to coordinate and track apprenticeships and to encourage more businesses to offer them. Students will receive stipends and other support for their participation.

The **Military Affairs Committee** at the College met last week to brainstorm ways to better publicize veteran benefits and resources at Carteret CC. They plan to look into better signage, seating, and appliances in the Veteran Student Success Center in the spring. The SGA sponsored a well-attended Veterans Day Breakfast on November 5 for any veteran in the community and participated in the Veterans Day Parade in Morehead City on November 9. Veteran students at Carteret CC can register early for classes, have access to the Veteran Student Success Center, and may participate in other special programs and initiatives.

On November 19, I will be one of 10 community presenters at the Chamber of Commerce's annual **State of the Community Breakfast** at the Civic Center.

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TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 11/04/2024
SUBJECT: Workforce & Continuing Education November Board Report

On November 25, 2024, Workforce & Continuing Education and the State Employees Credit Union (SECU) Carteret County Branches will host a scholarship recognition ceremony for student recipients of the State Employees Credit Union Bridges to Careers Scholarships. The SECU has awarded the college \$18,000 for the 2024 - 2025 program year.

Two Carteret Health Care CNA apprentices have completed all requirements and are officially certified by ApprenticeshipNC and the Department of Labor. Both are continuing employment at Carteret Health Care.

The High School Equivalency program enrolled fifteen new students in October 2024. We are expanding the High School Equivalency offering with a course at the Bridge on Harker's Island, as well as a special "Math Blast" class on campus in December to help students prepare for the math portion of the High School Equivalency exam.

Our law enforcement training has scheduled mental health training for NC Probation and Parole employees. We are also working with the NC Gang and Narcotic Association to host a training class in February that will bring approximately 200 attendees.

We'll offer new Pickleball and Mah Jongg classes in the Spring. In addition, we are collaborating with Morehead, Newport Parks and Recreation, and St. James United Methodist Church to schedule courses at those locations.

The Marine Trades Program launched a robust marketing campaign, including mass emails, social media promotions, and a promotional video by Triwork Studios for the upcoming Commercial Fishing Academy.

The Certified Nursing Assistant (CNA) program is expanding clinical sites by partnering with two local companies. The Embassy facility will open in January 2025, and Brookdale, an assisted living and memory care facility, will open in Spring 2025. These additional locations allow students increased exposure to different clientele and organizations.

We will offer seven sections of Nurse Aide classes in the Spring semester. We are working closely with area facilities to develop apprenticeship programs and increase opportunities for recruiting students into health sciences programs.

We have acquired new hospital beds, bedside tables, and over-the-bed tables for the CNA program thanks to Perkins funding.

On November 30, 2024, we will join in the celebration of National Shop Small Business Day! The Small Business Center is hosting the 3rd Annual Holiday Market and Street Fair in the McGee Building parking lot, featuring 67 vendors, live music, entertainment, and food trucks.

Carteret CC is proud to be the first North Carolina community college to offer the new **NC Notary Loan Signing Agent** certification, approved by the Secretary of State's Office. Our



inaugural class was held on October 26, and this online course is available to NC notaries statewide. We are currently the only NC Community college offering this training. Kudos to Victoria Washington for developing this partnership.

Victoria Washington has been accepted into the North Carolina Community College Leadership Program. Congratulation Victoria.

Our Surgical Tech program continues to set up equipment and prepare facilities with support from our business and operations staff. Carteret Health Care has been established as the primary clinical site, and we anticipate welcoming our first cohort in January 2025.

The WIOA Team has assisted 66 students this fall semester with tuition, textbooks, uniforms, transportation, and emergency aid this year.

The Barber Academy started on October 16, 2024, with six students enrolled, and the ribbon-cutting ceremony was on October 23 at 5 pm. The students are eager to begin serving the public. The barbershop will be open to the public beginning Saturday, November 2, 2024, from 9 am-5 pm.

Our manicurist class salon is now open Tuesday-Thursday from 5 pm-8 pm. through the end of the semester. Congratulations to Cara Kinkler, a Manicurist student who won 1st place at the SkillsUSA State Fair competition with a Disney-themed, hand-crafted creation inspired by *Alice in Wonderland!*

Workforce Continuing Education participated in the Construction Trades Day on Friday, October 25. Students from all three county high schools took part and viewed several demonstrations related to construction trades, including plumbing, welding, heavy equipment operating, masonry, and drywall installation. Our construction trades students and program instructors also participated.

First Free Will Baptist Church recently had three drivers complete training for their Passenger Endorsement. This endorsement, combined with a Class B CDL license, allows the volunteers to drive church buses as required by new regulations that went into effect in Feb 2023.

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TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 11/04/24
SUBJECT: Board of Trustee 11/13/2024 Meeting

- SGA held a carwash on November 1st and raised over \$500 for support of Mayland Community College recovery efforts in Western NC. Nachos Restaurant in Atlantic Beach pledged to match our fundraising efforts, so we will be sending \$1,000 to support our sister college.
- Our SGA and Student Life, under direction of Kristian Jenkins, also held a successful Trunk-or-Treat event on October 29th. This was our third event since the revival of the Carteret CC Trunk-or-Treat with hundreds of people coming out to enjoy treats, bouncy houses, music, and food trucks.
- Our TRIO program will hold the annual TRIO Mingle on November 14th in the HCAC. This year's theme is a masquerade. The TRIO program, under Director Melanie Reels, has a full calendar this year with student success workshops and transfer campus visits to engage our TRIO students.
- In October, the Library featured historic photos from our archives for a campus caption contest. It was amazing to see some of the very first students pictured in our labs. I encourage you to take a stroll down memory lane in our photo archive <https://library.carteret.edu/c.php?g=1145433&p=8397228> to view over 15,000 college-related photos from 1963 to our current days. Library Director Elizabeth Baker and her team have been diligently collecting remarkable pieces of our institutional history in our online archives.
- Our Winter Term classes are open for registration! Winter Term offers several general education classes in a fast, six-week term to allow students to get an extra class completed before the spring term starts. Classes run online from November 25-January 3rd.
- We have calculated our estimated Fall 2024 curriculum FTE and should see an increase of about 2.5% above last Fall. This is before final calculations, which will include Winter Term classes.
- At the time of this report, Spring registration is trending higher than this time last year. We are about 100 students ahead of this enrollment period last year. This is due, in part, to fantastic efforts by our admissions and CCP team in getting dual enrolled students registered earlier than usual. Having good enrollment numbers this far ahead helps us plan course sections much more efficiently than adjusting right before the term begins.
- We have a lot of good news to report from our CCP programs. Our Food Service Technology track students are doing so well, and we expect to have two students on track to complete their college credential before they graduate high school. We have 12 students enrolled at Croatan High School in



our Welding pathway. Our Information Technology classes at West Carteret High have 8 students enrolled.

- One of our Nail Technician students, Cara Kinkler won first place in the Skills USA NC State Fair Manicurist competition with a set of nails inspired by Alice in Wonderland.

Cohort	Final CC GPA	Final Graduation GPA	Status
2021	3.5 (n=2)	3.45 (n=2)	All graduated
2022	3.5 (n=5)	3.41 (n=2)	5 entered, 2 graduated, 3 ongoing
2023	3.43 (n=7)	N/A	7 entered, 7 ongoing
2024	3.53 (n=8)	N/A	8 entered, 8 ongoing

- We recently received our UNC Chapel Hill C-STEP partner report. Chair of Special Programs coordinates our guaranteed admissions partnerships, including C-STEP. I am pleased to share the four years of cohort data from Carteret CC students who transferred through the C-STEP program.

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TO: Carteret Community College Board of Trustees
FROM: Scott Lane, Vice President of Finance & Administrative Services
DATE: November 6, 2024
SUBJECT: Board of Trustee November 13, 2024 Meeting

Financial Services

Bank Reconciliation Status Report											
	CORE BANKING				TRUIST				FIRST CITIZENS		
	State Funds				Institutional Funds				County Funds		
	Received	Reconciled	Balance		Received	Reconciled	Balance		Received	Reconciled	Balance
Jul-24	08/01/24	08/08/24	\$ 337,991.44	08/01/24	08/09/24	\$ 3,739,361.74	08/01/24	08/09/24	\$ 813,441.93		
Aug-24	09/03/24	09/03/24	\$ 186,795.26	09/03/24	09/13/24	\$ 3,532,454.80	09/03/24	09/03/24	\$ 509,315.84		
Sep-24	10/01/24	10/02/24	\$ 115,494.57	10/01/24	10/03/24	\$ 3,928,547.28	10/01/24	10/01/24	\$ 317,512.69		

Budget/Expenditure Update

Carteret Community College Summary of Expenditures												
	State			County			Institutional			TOTALS		
	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget
1XX Institutional Support	\$ 3,537,869	\$ 1,243,543	35.1%	\$ 462,820	\$ 168,007	36.3%	\$ 86,379	\$ 1,800	2.1%	\$ 4,087,068	\$ 1,413,349	34.6%
2XX Curriculum Instruction	7,635,150	2,426,611	31.8%	-	-	0.0%	547,973	339,538	62.0%	8,183,123	2,766,149	33.8%
3XX Continuing Education	2,253,024	641,722	28.5%	-	-	0.0%	198,936	64,038	32.2%	2,451,960	705,760	28.8%
4XX Academic Support	1,264,554	432,980	34.2%	-	-	0.0%	310,132	162,260	52.3%	1,574,686	595,241	37.8%
5XX Student Support	1,104,405	347,963	31.5%	-	-	0.0%	480,617	249,304	51.9%	1,585,022	597,268	37.7%
6XX Plant Operations & Maint.	-	-	0.0%	2,852,105	971,299	34.1%	26,601	773	2.9%	2,878,706	972,072	33.8%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	139,359	64,457	46.3%	139,359	64,457	46.3%
8XX Student Aid	-	-	0.0%	-	-	0.0%	-	1,822,015	0.0%	-	1,822,015	0.0%
9XX Capital Outlay	848,035	116,643	13.8%	2,424,188	346,397	14.3%	6,375,700	17,404	0.3%	9,647,923	480,444	5.0%
TOTALS	\$ 16,643,037	\$ 5,209,462	31.3%	\$ 5,739,113	\$ 1,485,703	25.9%	\$ 8,165,697	\$ 2,721,590	33.3%	\$ 30,547,847	\$ 9,416,754	30.8%

Emergency Preparedness and Security

- Meetings Attended
 - Staff Executive Committee
 - Employee Meeting
 - Employee Events Committee Meeting
 - Staff Executive Committee Focus Meeting with the Belk Center
- Other
 - Nursing Pining Ceremony
 - Criminal Justice Program Review
 - 10 hours of Law Enforcement Training on various topics
 - Set up and blocked off parking areas for the following events:
 - National Night Out / Town of Morehead City
 - Trunk or Treat Event



Grants

Carteret CC's Grants Management Office Report - Nov. 2024					
Applications Submitted Spring / Summer 2024					
Funding Agency	Purpose	Amount Requested	Pending	Awarded	Not Awarded
Lowe's SkillsUSA	Welding	\$14,921			\$14,921
NC Community College High-Cost Workforce Program Start-Up Funds	Surgical Technology Program	\$449,840		\$449,840	
Cannon Foundation	Health Science Simulation Lab	\$142,916		\$142,916	
NCDIT Digital Champion Grant	laptops at offsite locations and technology for CCC	\$398,792			\$398,792
NC State & Local Cybersecurity Grant Program	Cybersecurity	\$153,157		\$153,157	
Dollar General Foundation	Computers for HRD for Spanish-speaking students	\$9,874			\$9,874
Bbraun	IV Infusion Pump	\$6,000	\$6,000		
Beaufort Ole Town Rotary	Fire academy	\$2,000		\$2,000	
NC Sea Grant	Shellfish Academy	\$33,872		\$33,872	
NCCCS High-Cost Worforce Program Expansion Funds	Health Science Simulation Lab	\$400,000		\$400,000	
NCCCS High-Cost Worforce Program Expansion Funds	Dental Assisting 1	\$500,000		\$500,000	
Department of Education Student Support Services Grant	TRiO Program	\$1,532,570	\$1,532,570		
Duke Energy Disaster Assistance	Tiger Dam	\$24,797	\$24,797		
Blue Cross Blue Shield Foundation	Mental Health	\$420,155	\$420,155		
Totals		\$4,088,894	\$1,983,522	\$1,681,785	\$423,587
<i>*Major* recognition to Kristi Mroch for writing and/or coordinating each of the grant submissions listed above.</i>					

Applications Submitted Sept. & Oct. 2024				
Funding Agency	Purpose	Amount Requested	Awarded	Not Awarded
USDA - Ntnl. Inst. Food & Ag.	"Workforce Training Academies for Aquaculture & Horticulture @ Carteret CC"	\$649,886		
STEMEast Network	MLK "Legacy of Learning" Daycamp	\$1,500	\$1,500	
Norfolk Southern Corporate Giving Division	"Backing the Blue: Strengthening Carteret County's Law Enforcement Training"	\$50,000		
Duke Energy Foundation	"Outfitting Automotive Systems Technology"	\$25,000		
Golden LEAF Foundation	"Carteret Works"	\$297,860		
National Rifle Association	"Backing the Blue: Strengthening Carteret County's Law Enforcement Training"	\$28,000		
Totals		\$1,052,246		

Current Funding Priorities	
"One Door to Better Serve & Empower Our Students" - McGee Renovation	<i>This list is not all-encompassing, however, these projects are the primary ones for which funding prospects are being pursued.</i>
Workforce Center for Construction & Transportation Trades Bldg. (WCCTT) - Equipment	

Grants' Office Primary Goal
<i>Systematically & aggressively research prospects & secure funding for prioritized projects @ Carteret CC</i>

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TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin, Snr. Director, Operations and Facilities
DATE: October 31, 2024
SUBJECT: Board of Trustee Meeting November 6, 2024, Facility and Operations Updates

- Workforce Center for Construction Trades and Transportation Technology:
 - The re-zoning applications have approved by the MHC Planning and Zoning and are on the agenda for the November 12th City Council public hearing meeting.
 - The recombination survey is complete – this incorporates all the adjacent Carteret CC land into one large parcel and has been submitting to City Planning and Zoning for approval.
 - Asbestos abatement has been scheduled for mid-December, demolition of the Pottery Building and the Security Building are scheduled for December 30. Relocation for pottery classes are in discussion with the City of Morehead Parks and Recreation Department.
 - Small renovations to the HR building are underway to house the Security team - who will relocate to this building by the end of the semester.
 - The selection committee made a recommendation to the Buildings and Grounds committee to secure Daniels and Daniels and Mosely Architects as the Design Building team for the new building. A notice of Award has been issued and Contracts for Board Approval are in process.
 - Space planning meetings will be scheduled upon contracting documents completed.
- Carteret CC One-Door (McGee Building):
 - Phase I has been completed.
 - Phase II: Architectural bid drawings are being completed by Smith Sinnett Architecture and will be ready for bid in early December. Target date for construction start is January 15, 2025.
- McGee Piping Renovation: Brady services has started renovation of the HVAC piping and should be completed in early February.
- Renovations:
 - Human Resources – office renovation to create new workspace for Security.
 - Surgical Tech – installing power for OR lights and scrub sink.
 - Howard well – installing new pump in well - COMPLETED.
 - Wayne West – roof repairs due to storm damage – IN PROGRESS
 - Modular Buildings –Carteret Correctional is pending final approval from NC DOC to obtain a temporary Certificate of Occupancy. Once received, a restroom facility will be installed in one of the modular units and classes can be scheduled.
- Custodial Team: We have successfully filled our last open custodial position and she is scheduled to start in November.

Thank you,

Cindi Goodwin

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TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: November 1, 2024
SUBJECT: Board of Trustee November 13, 2024, Meeting Date

Fundraising and Donation & Resale Program Revenue:

As of the current date, the fundraising and Donation & Resale Program revenue for the current fiscal year amounts to \$189,419.92. This figure represents approximately 25.37% of the total year budget goal.

Endowment Funding:

Current endowment funding growth is \$64,400.15. Two new endowments are being established:

- Judge Lee Lumpkin Memorial Scholarship
- Dottie West Simmons Scholarship

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.

1. Foundation staff attended the annual NCCORD Conference, this year it was held at Sandhills Community College.
2. Foundation Board Chair, Executive Director, President and VPs reviewed annual mini-grant requests from employees. The committee awarded 6 projects that directly effect students and student success, the award amount totaled \$11,504.98
3. Foundation held new member board orientation.
4. Foundation Governance Committee: The Governance Committee, led by the Denise Warren, Committee Chair, the committee reviewed and will be recommending one additional new board member to the full board at the November meeting.
5. Foundation matched the SGA Car Wash Fundraising (up to \$1,000) to support Mayland CC as part of Hurricane Relief Efforts.
6. Executive Director is part of the Hurricane Relieve Response Team to support Mayland CC. Partners are Craven CC, Coastal CC, Edgecombe CC, Lenoir CC, James Sprunt CC, Nash CC, and Pamlico CC. To-date over \$6,000 has been sent as part of this response, Craven was also able to send 12 laptops. Mayland does not need clothes or supplies at this time, cash is the most helpful.
7. Foundation staff are still in a transition period with new donor software.
8. Foundation staff are in transition with construction taking place in the Foundation building. Two staff members are working in the McGee area. Preparing for the Wine Expo has been a challenge.



UPCOMING EVENTS/OPPORTUNITIES TO BE WITH DONORS

The Crystal Coast Wine Expo is set for November 7-9, 2024

This three-day event will feature:

- Thursday, November 7th: Donut and Wine Pairing with Hang 10 Donuts and Empire Wine. Sold Out
- Friday, November 8th: A Table in Tuscany Wine Pairing Dinner with Chef Genevieve Guthrie, Executive Chef of Coral Bay, and Melissa Spain, Legacy & Worth Wines of Distinction.
- Saturday, November 9th: Grand Tasting with 8 wine distributors represented.
- Saturday, November 9th: Wine Academy Classes with Sommeliers Jason Eure and Brett Chappell.
 - Four Hip Wines You Need to be Drinking Now facilitated by Brett Chappell
 - Pinot Noir Perfection facilitated by Jason Eure

Presenting sponsors, dinner sponsorships and wine academy sponsorships are available, sponsors will receive tickets to each event. Link for tickets: [Fundraising Events - Carteret Community College](#)

Program Specific Events supported by Foundation:

Escoffier Dinners – are scheduled for December 6th, January 28th, and February 25th. The dinners support the Hospitality & Culinary Arts Programs, and provides funding to send the Goellner Exchange Students to France each fall. Link for tickets to December dinner: [Escoffier Dinner December - Carteret Community College](#)

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TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: October 25, 2024
SUBJECT: Board of Trustee November 2024 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Director, Dental Assisting	New	Posting closes 10/31
Esthetics Tech Instructor	Teresa Kreman	Special mailing to NC licensed Instructors; no candidates
Chair, Nursing	Camella Marcom	Tamara Kavanaugh DOT 11/1/24
Instructor, EMS	Louis Giambertone	Roderick Gillikin DOH 10/21/24
Assistant Registrar	Brooklyn Rawlins	Annette McCracken DOT 11/1/24
Director, Public Safety	Kevin White	Posting closed 9/29; reviewing current candidates
TRIO; Family Support Specialist	Njideka White	Posted 10/4 & again 10/22
Accounts Receivable Tech	Alicia McMillan	Teresa Terrell DOH 11/1/24
System Administrator	Chris Malone	Nic McGee DOT 11/1/24
Custodian	Toni Almond	Lori Doneghy DOH 11/1/24
Network & Cybersecurity Administrator	Curtis Gillikin	Nicholas Goodwin DOH 11/11/24
Director, Advising & MAPS	Mark Johnson (12/31/24)	Preparing internal only posting
Instructor, Nursing (2) (10-month)	Tammy Kavanaugh & Cindy Young	Received PRF 10/21
Chair, English & Communications	Former Science Chair position restructured	Posted 10/23
Instructor, Biology (10-month)	Former English position	Posted 10/23
Instructor, Info Technology	Ken Martin (12/31/24)	Reposted 11/4

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

Fiscal Year	FY2025	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	8	28	22	28	26	17	27	5
Internal Transfer/Promo	1	7	7	6	7	7	1	6
Total Hires	9	35	29	34	33	24	28	11
Retirement	2	9	7	11	9	4	2	4
Resignation	6	11	13	13	9	12	14	5
Involuntary resignation	0	3	2	3	6	2	3	1
Total Terms	8	23	22	27	24	18	19	10



Employee Headcount and Turnover

October Headcount		October Turnover	FY25 YTD Turnover	Historical Turnover
F/T Perm Faculty	67	.59%	4.74%	FY24: 13.71%
F/T Perm Staff	102			FY23: 13.11%
P/T Perm Faculty	1			FY22: 16.36%
P/T Perm Staff	0			FY21: 13.35%
Total Perm	170			FY20: 8.48%
Total Payroll	334			FY19: 10.66%

Recent Employee Departures

Position	Name	Date
Coordinator, Public Safety	Kevin White	10/31/24

Other:

- 1) Open enrollment & the State Health Plan TPA transition (9/30 – 10/25)
- 2) Supervisor Training Seminar for College of Albemarle

TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 11/5/2024
SUBJECT: Board of Trustee 11/13/2024 Meeting

- Since my last report the Student Government Association attended the N4CSGA Fall Conference at Forsyth Technical Community College, October 17th-20th. This was a great conference where the students were able to have professional development sessions in reference to civic engagement, leadership training, and legislative issues.
- Our 3rd annual Trunk or Treat was **October 29th from 5:30pm – 7:30pm in the McGee Parking lot**. This event is always an exciting time and we had a great turnout with over 200+ kids, multiple food trucks, and some great decorative trunks!
- We hosted our Annual Veterans Day Breakfast on November 5th from 7:30am-9am in the Hospitality & Culinary Arts Center. We had a great turnout this year!
- We are hosting a Veteran Student Success Center for the Month of November. We are selling American flags and cards for \$5 in honor of a veteran or active-duty service member. Flags will be displayed in front of the Foundation Building from November 11th till November 15th, and proceeds go directly to our Veteran Student Success Center. We are also selling koozies for \$3 and stickers for \$1 in the Bryant Student Center, Room 3113!
- The SGA will be in the Morehead City Veterans Day Parade on November 9th.
- We have our next Make and take on November 13th at 11am. There has been a great turnout at the past Make & Takes and I think that these events are a great way for students to interact and engage with other students.
- Our last Senate meeting of the Fall Semester will be held on November 21st at 4pm in the Bryant Student Center, room 3215.
- The SGA has started planning for the Spring semester, and we are excited for our events coming up.

TO: Carteret Community College Board of Trustees
FROM: Jennifer Maldonado-Castro
DATE: 11/8/2024
SUBJECT: Board of Trustee 11/13/2024 Meeting

- **N4CSGA Fall Conference:** We recently attended the N4CSGA Fall Conference held at Forsyth Technical CC, where we proudly represented our institution with all six board members in attendance. This enriching weekend was dedicated to workshops on leadership, networking, and collaboration with student governments from across the state. Our students placed 2nd in the spirited competition for school pride, reflecting our enthusiasm for our campus.
- **Wellness Activities:** We launched a new wellness initiative: video game days. Our recent event, titled "Mario Kart with Mac & Cheese," attracted a significant number of participants and provided a fun, stress-relieving outlet for students. This initiative, along with our Make & Take activities and health-focused events, underscores our dedication to enhancing campus life beyond academic responsibilities.
 - Faculty from the Adult Basic Education (ABE) and Adult High School (AHS) programs have expressed their enthusiasm for these activities, noting how excited their students are to participate in events that did not exist previously.
- **Student Input Stations:** To ensure that student voices are heard, we have implemented "Student Input Stations" at our major events. The feedback received has been overwhelmingly positive, with attendees expressing appreciation for the inclusive and welcoming atmosphere of our campus. These stations have also inspired numerous ideas for future activities as we prepare for the upcoming spring semester.
- **Veterans' Initiatives:** Most recently, the SGA attended the Veterans Breakfast hosted at the Hospitality & Culinary Arts Center Building, where we had the opportunity to connect with incredible veterans. We extend our gratitude to everyone, especially the members of this board, for their service. Additionally, we participated in the Veterans Day parade in Morehead City, NC. As we move forward this month, we are developing ideas to enhance campus life for veterans and their dependents.
- **Western NC Relief:** The SGA recently held a car wash that successfully raised about \$1,500 for relief efforts benefiting Mayland Community College. Several community colleges are teaming together to support Mayland CC during this challenging time. We would like to extend our heartfelt thanks to the dedicated volunteers who made this event possible, as well as to the foundation for their generous donation to support our cause.



- **Addressing Period Poverty:** The N4CSGA executive board has extended a survey to all students, staff, and faculty to gather insights on the critical issue of period poverty. This term refers to the lack of access to menstrual products and hygiene facilities, which can profoundly impact students' health, academic performance, and participation in campus life.
 - Many students face difficult choices between buying essential menstrual products and covering other basic needs, often resulting in absenteeism and decreased engagement. Recognizing this urgent issue, Mr. Geoffrey Lang, who sits alongside me at the State Board of Community Colleges, has encouraged SGA presidents to highlight period poverty to their respective Board of Trustees.
 - It's important to note that period poverty is not a gendered issue; individuals of any gender, including parents, caregivers, and siblings, can experience challenges related to access for themselves or loved ones.
 - The questions focus on six main topics: financial strain, attendance and academic performance, mental and emotional health, advocacy, and community partnerships.
 - I look forward to sharing our findings from the survey at the next Board of Trustees meeting in January. I invite anyone with thoughts or ideas on how we can collaboratively address this important issue on our campus to please reach out. Your insights would be greatly appreciated.

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