



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

AGENDA			
I.	*	CALL TO ORDER A. Ethics Statement	Chair Wrenn Johnson
II.		FOUNDATION CHECK PRESENTATION Mort And Marna Congleton Endowment	Chair Johnson
III.	*	APPROVAL OF AGENDA	Chair Johnson
IV.	*	APPROVAL OF MINUTES (October 15, 2025, Attachment 1)	Chair Johnson
V.		CHAIR COMMENTS	Chair Johnson
VI.		NEW EMPLOYEES A. Amanda Belleville B. Mike Litaker	Chair Johnson Dr. Tracy Mancini Perry Harker
VII.		PRESENTATION A. Workforce Programs and Student Success	Chair Johnson Mr. Perry Harker
VIII.	*	NEW BUSINESS A. Vote On December 10, 2025, Board Meeting	Chair Johnson,
IX.	*	ONGOING BUSINESS A. Second Read Policy Revisions 2.3 Veterans Preference Policy 2.4 Recruitment/Application/Hiring Policy 2.6 Employment Categories Policy 3.3 Admissions Policy 5.11 Human Subjects in Research Policy	Chair Johnson, Dr. Mancini
X.	*	COMMITTEE REPORTS A. Personnel Policies & Procedures B. Curriculum & Student Support	Chair Johnson Trustee Penny Hooper Trustee Rosa Langston
XI.		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)	Chair Johnson Trustee Mort Congleton Dr. Mancini
XII.		BOARD COMMENTS	Chair Johnson, Trustees
XIII.		CLOSED SESSION in accordance with N.C. GS 143-318.11(a)(5)	Chair Johnson
XIV.	*	ADJOURNMENT	Chair Johnson

*Indicates Item for Action

DATE	EVENT	TIME	LOCATION
December 2, 2025	Escoffier Dinner	5:30 p.m.	HCAC
December 4, 2025	Feast 'n' Fest	2:30 p.m.	Mike's Farm



Attachment 1

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

October 15, 2025

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 October 15, 2025, at the McGee Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mr. Doug Brady (via Zoom)
Mr. Mort Congleton
Mrs. Melodie Darden
Mr. Bill Henderson
Dr. Wrenn Johnson

Mrs. Rosa Langston
Mrs. Kelly Marek
Mrs. Catherine Parker
Mr. Will Rogers (via Zoom)
Mr. Doug Starcke

Trustees Absent

Mrs. Penny Hooper
Mrs. Dee Meshaw

SGA Present

Ms. Marley Ward, 2025-2026 SGA President

Administration and Staff Present

Dr. Tracy Mancini	President
Dr. Maggie Brown	Vice President, Curriculum Programs and Student Support
Mr. Perry Harker	Vice President, Workforce Programs and Student Support
Mrs. Amanda Bryant	Senior Director, Human Resources
Mrs. Cindi Goodwin	Senior Director, Operations & Facilities
Mr. Scott Lane	Vice President, Finance & Administrative Services
Mr. Curtis Gillikin	Director, Campus Information Technology
Mr. Richard Abell	Director, Security & Emergency Preparedness
Ms. Angela McMahon	Executive Assistant to the President, Assistant Secretary to the Board
Ms. Logan Okun	Senior Director, Marketing & Communications
Ms. Andrea Cole	Instructor Medical Assisting, FEC Chair
Mr. Jonathan Tyndall	Senior Director, Institutional Effectiveness

Guests Present

Ms. Cheryl Burke	Reporter, Carteret County News-Times
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A. Ethics Reminder

Chair Wrenn 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. APPROVAL OF AGENDA

Chair Johnson presented the October 15, 2025, agenda for approval by the Board.

Trustee Mort Congleton motioned to approve the October 15, 2025, agenda. Trustee Rosa Langston seconded the motion. The motion passed unanimously by voice vote.

III. APPROVAL OF MINUTES

Chair Johnson presented the September 10, 2025, minutes for approval by the Board.

Trustee Doug Starcke motioned to approve the September 10, 2025, minutes. Trustee Congleton seconded the motion. The motion passed unanimously by voice vote.

IV. CHAIR COMMENTS

Chair Johnson welcomed all attendees and acknowledged that it had been a challenging week for many in the county, citing illness and severe weather. She noted that Trustee Meshaw was absent due to illness, and Trustee Hooper was unable to attend as she was travelling.

V. NEW EMPLOYEES

Chair Johnson noted that Mr. John Allen Quinn, a new member of the Operations and Facilities team, was scheduled to be introduced at the meeting but was unfortunately unable to attend.

VI. PRESENTATION

Chair Johnson invited Mr. Jonathan Tyndall, Senior Director of Institutional Effectiveness, to address the board.

A. INSTITUTIONAL EFFECTIVENESS - PERFORMANCE MEASURES

Mr. Jonathan Tyndall, Senior Director of Institutional Effectiveness, reminded the board that the North Carolina Community College System designates seven performance measures as core indicators of student success. Trustee Darden asked about how performance compared to last year. Mr. Tyndall said several categories had shown improvement over last year. Following a review of cohort dates, Trustees Parker and Langston asked why the data referenced cohorts from several years prior. Mr. Tyndall explained that a Fall 2021 cohort includes students who enrolled during that term and are tracked over a three-year period to measure performance. Dr. Mancini added that when a program change is made, it takes time to see the impact of that change.



Mr. Tyndall delivered a PowerPoint presentation outlining the seven performance measures.

The first measure, Basic Skills Student Progress, is a measure to ensure individuals with low literacy skills are progressing academically toward credential or employment. Mr. Tyndall said the College performed below system average and this was an area for improvement.

The second measure, Student Success Rate in College Level English Courses, is a measure to ensure students are successfully completing a credit-bearing English course within their first three academic years.

The third measure, Student Success Rate in College Level Math Courses, is a measure to ensure students are successfully completing credit-bearing Math courses within their first three academic years.

Mr. Tyndall reported that the College performed at an average level on the second and third performance measures. He noted data from both programs indicated full time students were more successful than part time students, and that adult learners tended to perform below traditional learners and were less likely to attempt. Mr. Tyndall said this represents an opportunity for targeted outreach to better support part-time and adult learners.

The fourth measure, First Year Progression, is to ensure first-year students are making progress toward credential completion. The College performed below the system average on this measure. Mr. Tyndall said many popular programs graduate students within one year, including Welding Technology, Esthetics Technology, BLET, and Horticulture Technology. In addition, adult learners are less successful on this measure, possibly due to enrollment for a quick learning opportunity.

The fifth measure is Curriculum Student Completion, to ensure student completion and/or persistence toward a post-secondary credential in a timely manner. The College met or exceeded excellence in this measure.

The sixth measure is Licensure and Certification pass rate, to ensure programmatic coursework prepares students to competently practice in their chosen profession. The College performance was above average in this measure.

The seventh and final measure is College Transfer Performance, to ensure the successful transition of community college transfer program students to a four-year university or college. The College performance was below the system average, with a 57% success rate in a cohort of 135. Mr. Tyndall said the data shows younger students (<18) show the highest success rates. Those who graduate with a transfer associate are 2.97 times more likely to enroll in a 4-year institution within one year than those who exit with 30+ credit hours.

Dr. Mancini noted that, as a change from last year, data from high school students had been excluded from the performance measures. She explained that College and Career Promise students, who comprise approximately one quarter of the College's enrollment, complete core courses at their respective high schools rather than at the College. By excluding this group from the performance calculations, the data represents a more accurate representation of the College's performance.

Chair Johnson thanked Mr. Tyndall for his presentation.



VII. NEW BUSINESS

A. First Read Policy Revisions

Chair Johnson invited Dr. Mancini to present the first reading of the following revised policies:

- 2.3 Veterans Preference Policy
- 2.4 Recruitment/Application/Hiring Policy
- 2.6 Employment Categories Policy
- 3.3 Admissions Policy
- 5.11 Human Subjects in Research Policy

Dr. Mancini noted the proposed policy revisions were shared with trustees in advance of the meeting. She explained that the proposed revisions were to correct titles and terminology, incorporate legislative changes, and more accurately reflect current College practices. Dr. Mancini invited trustees to offer any additional suggestions or revisions. None were reported. She said the policies would be presented for a second reading at the November Board of Trustees meeting.

VIII. ONGOING BUSINESS

B. Second Read Policy Revisions

Dr. Mancini presented the following policies for a second reading:

- 3.9, 3.14, 3.15 Student Policies
- 4.5 Accreditation Decisions of Other Agencies
- 6.5 Sustainable Workplace Policy

She invited trustees to share any further revisions. None were reported.

Trustee Starcke motioned to approve revised policies 3.9, 3.14, 3.15, 4.5, and 6.5. Trustee Henderson seconded the motion. The motion passed unanimously by voice vote.

IX. COMMITTEE REPORTS

A. Finance Committee

In Trustee Meshaw's absence, Chair Johnson invited Dr. Mancini to address the board on Finance Committee activities. Dr. Mancini said the Finance Committee met at 8:30 a.m., immediately prior to the Board of Trustees meeting.

1. DCC 201 Budget Form

Dr. Mancini said the Finance Committee reviewed the state budget form DCC 2-1, and she invited Mr. Lane to provide further details. Mr. Lane said that, in the absence of a state budget, the legislature approved a mini budget allowing colleges to continue operations based on their 2024-2025 budgets. He noted that additional funding was provided to cover increases in health insurance premiums and pension contributions.



Mr. Lane commented that during the most recent Presidents' meeting, concerns were raised about some colleges reallocating funds away from instructional programs to other areas. Mr. Lane assured the board that the College exceeded the recommended funding formula for instructional programs.

Dr. Mancini said the Finance Committee brings a motion to the full Board to approve the College's state budget as presented. The motion passed unanimously by voice vote.

2. Employee Bonus

Dr. Mancini said the College traditionally distributes funds awarded for enrollment growth to employees in the form of a bonus. For the current year, a flat rate bonus of \$1,123.25 was recommended for eligible employees.

Dr. Mancini that the Finance Committee brings a motion to the full board to approve the payment of a flat rate bonus of \$1,123.25 to be paid to eligible employees with their October paycheck.

Trustee Darden asked how many employees would receive the bonus. Dr. Mancini said 141 were eligible. She said 15 employees did not meet the eligibility criteria, and 3 employees were ineligible due to resigning prior to the payment date.

The motion passed unanimously by voice vote.

X. OTHER REPORTS

A. Foundation Liaison

Trustee Congleton noted that the board packet included information on upcoming Foundation events, and he encouraged trustees to participate as their schedules allow. He said the Foundation Board was scheduled to meet during the first week of November and said he would provide an update during the November trustees meeting.

B. President's and Executive Leadership Council Reports

Dr. Mancini said she hoped trustees had reviewed the excellent reports included in the board packet.

She said Governor Stein recently signed legislation removing the requirement for colleges to change accreditors every ten years. Dr. Mancini said the College submitted a request to the Department of Education to rescind a previously filed request to change accreditors on the basis that the original request was solely to comply with the former legal requirement. Dr. Mancini said the College intends to remain with SACSCOC as its accreditor, noting both cost savings and an understanding of SACSCOC principles.

Dr. Mancini said the College Grants Coordinator had resigned and Ms. Angela McMahon would assume the responsibilities of Grants Coordinator in addition to her current role.

Dr. Mancini thanked trustees for approving the employee bonus.

Dr. Mancini said she was pleased to report that on October 14, 2025, the College signed an agreement with Wolfpack Connect, establishing a guaranteed admission pathway to North Carolina State



University. She said students participating in the program would benefit from additional advising and support services.

Dr. Mancini acknowledged all the great work taking place across campus and thanked everyone for their contributions.

Chair Johnson thanked Dr. Mancini and recognized Ms. Andrea Cole, FEC Chair, to present the FEC report.

C. FEC Report

Ms. Andrea Cole introduced herself to the board and said she currently serves as the Chair of the Faculty Executive Committee (FEC). She said one of the FEC's goals this year is to strengthen communications across departments and to build a more collaborative culture. She said a new feature has been added to monthly meetings titled "Faculty to Faculty: Five Minute Tips and Tricks," whereby faculty members share practical ideas that make their lives easier. Ms. Cole said this initiative had been well received.

Ms. Cole said she is working with SEC Chair, Mr. Scott Leahy, to explore opportunities to support College employees. She said one idea under consideration is the launch of an Employee Wellness Program.

She said at the most recent FEC meeting, Mr. Curtis Gillikin, Director of Campus Information Technology, shared a draft AI policy. As a result of that discussion, two faculty members joined the AI taskforce.

Chair Johnson thanked Ms. Cole for her report.

Dr. Mancini said she omitted to mention that she had received word that Carteret Community College was accepted as a member of the National Junior College Athletic Association (NJCAA). She said the current year would serve as "Year Zero," with student athletes expected to be on campus by fall 2026 and spring 2027. She said Mr. Scott Lane will serve as Athletics Director. Dr. Mancini emphasized that the priority is to develop student athletes who receive a high-quality education and are positioned for strong career trajectories. She said fund raising efforts will begin and she thanked Mr. Lane for his efforts throughout the NJCAA membership process. Dr. Mancini said the College plans to hire coaches in the spring.

Mr. Lane said the NJCAA had recently changed its membership process. He said there was now a three year roll out for new members. The College will be one of the first to go through the new process. Dr. Mancini confirmed the College had been approved to offer men's baseball, women's soccer, and women's cross country.

Trustee Henderson asked if participation in community college athletics would affect College eligibility. Mr. Lane said there had been no discussion on that topic.

XI. BOARD COMMENTS

Trustee Henderson recognized Ms. Reash for an excellent Foundation report. He said he had received congratulations regarding College athletics while at church and was asked about plans for hiring coaches.

Trustee Darden said she appreciated the Performance Measures report and thanked Jonathan Tyndall for his reporting. She commended staff for taking on multiple responsibilities and she recognized Ms.



McMahon and Mr. Lane. She acknowledged Ms. Marley Ward for her strong board report and said she was proud to support the approval of the employee bonus.

Trustee Congleton said, based on his experience within the community college system, he was familiar with performance measures and appreciated the ongoing efforts for continuous improvements.

Trustee Langston said she was happy about the approval of the employee bonus, emphasizing the importance of showing staff that they are appreciated. She said she was happy about the athletics program, particularly that student-athletes would no longer need to leave the county. She said she appreciated the performance measures report.

Trustee Brady said it had been a good meeting and he agreed with the sentiments already expressed.

Ms. Ward said she was excited about the athletics program, and she thanked trustees for their positive comments on her report.

Trustee Marek said she was happy to learn about Wolfpack Connect and the employee bonus.

Trustee Starcke commented that seeing employees step up made the decision to approve an employee bonus an easy one. He said having been a member of the College's informal surf team over 25 years ago, he was pleased to see athletics becoming formalized.

Trustee Parker said she was excited about both Wolfpack Connect and the athletics program. She recognized Mr. Lane for his work on the budget.

Chair Johnson thanked Ms. McMahon for her continued support of the board. She recognized Mr. Tyndall and Ms. Cole for their reports, commenting that they did an excellent job.

XII. ADJOURNMENT

There being no further business, Chair Johnson motioned to adjourn at 9:47 a.m. Trustee Parker 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 20, 2025

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: November 7, 2025
SUBJECT: Board of Trustees November 12, 2025, Meeting

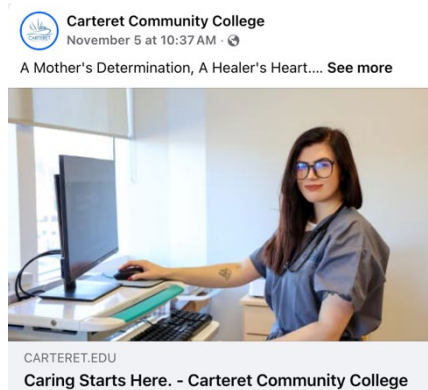
There is never a dull moment at Carteret Community College! Featured on the right are two new series our Marketing and Communications Team is running on social media: **student and employee profiles**. Each week, you can find well-written stories about the committed and determined people who make up this wonderful campus community.

On October 20, the College's leadership team invited **Carteret County Public Schools** Superintendent Richie Paylor, Assistant Superintendent Jody McClenny, principals from Bridges, Croatan, East Carteret, and West Carteret High Schools, CTE Director Allison Dees, and East Carteret HS CDC Pam Roberson to meet with all of the division deans and directors to explain our new **One College** organizational model. We had good conversation about our current and potential partnership efforts, and the meeting has resulted in a number of efforts to make dual enrollment more seamless for area high school students.

On October 21, I was one of 8 community leaders who presented institutional updates at the Carteret County Chamber of Commerce's annual **State of the Community Breakfast** at the Civic Center. Other presenters included Carteret Health Care CEO Kyle Marek and Dr. Kyle Rusthoven, TDA Director Jim Browder, Superintendent Richie Paylor, County Economic Director Rod Kirk, and County Manager Sharon Griffin.

Carteret CC invited **furloughed federal employees** to a delicious dinner at the Hospitality and Culinary Arts Center on October 21. As president of Beaufort Ole Towne Rotary Club this year, I organized a second dinner for this group in Beaufort on November 5. The College's friends and partners from the National Park Service, Cape Lookout National Seashore, NOAA, and USCG enjoyed the opportunity to gather with one another and share a meal during this longest federal government shutdown, and they expressed gratitude that we are thinking about them.

The College's **Emerging Leaders Academy** is in full swing, with 11 campus leaders participating in monthly sessions. On October 24, North Carolina Community Colleges Student Success Center Director **Dr. Andrea Crowley** met with the group to talk about student-centered practices and ways to integrate AI into our work. On November 21, former System Office Counsel **Attorney Q. Shante Martin** will make





a presentation for Academy participants and President's Cabinet on legal obligations and issues at community colleges.

As the **Eastern Presidents Liaison** to the NC Association of Community College Presidents, I organized and attended a meeting with 15 other presidents and Dr. Zach Barricklow, who assisted Carteret CC with our 2025-2030 Strategic Plan. Dr. Barricklow is working with the System Office and State Board of Community Colleges to build their 2026-2029 strategic plan and is visiting with presidents across the state for input on System priorities, needs, and opportunities.

Many thanks to all who attended the momentous **groundbreaking** for the College's **Workforce Center for Construction and Transportation Trades** on October 30 at the site of our future facility. We were thrilled to hear from Senator Norman Sanderson and Representative Celeste Cairns, County Commissioner David Quinn, and Mayor Jerry Jones, as well as from our Board Chair Dr. Wrenn Johnson. Many industry representatives, community partners, faculty, staff, and students joined in the celebration of the start of site work for the project, which is expected to be completed by December 2026.

The Executive Leadership Committee held a **retreat** on Tuesday, November 4, at the County Services Building in the industrial park. The ELC met with all Division Deans and Directors on November 7 for a One College Retreat. All participants completed the **Six Working Geniuses** survey. Experts on the *Six Working Geniuses* book and survey (by Patrick Lencioni) visited from Rowan-Cabarrus Community College to walk all participants through their results and to suggest ways we can utilize our work strengths to create more effective and enjoyable processes. The retreats also focused on review of the 2025-2030 strategic plan and ways to further strengthen professional development and campus culture.

We hope you will join us for the annual **Veterans Appreciation Breakfast on Monday, November 10**, 7:30 – 9:00 a.m. at the Hospitality and Culinary Arts Center.

On November 18, I will be a presenter for the North Carolina Community College Leadership Program cohort at the Belk Center in Raleigh. I will reprise a presentation I made two years ago for the group called "Cookies, Cursive, and Conversation: Personal Touches that Distinguish Leaders from Managers." After the presentation, I will attend the annual Dr. W. Dallas Herring Lecture at NC State University with other college presidents. This year's presenter is Dr. Jason Wood, former president of the 2025 Aspen Prize for Community College Excellence winner South Wisconsin Technical College. His lecture is titled "We Don't Graduate People into Poverty: Designing the College Experience Around Student Success." A group of Carteret CC employees will have a "watch party" to view the live stream lecture on campus.

As Thanksgiving approaches, I have been reflecting on the many good and effective people who work at Carteret Community College to support student success in Carteret County, but also to support one another through work and life hurdles. The genuine care and congeniality that our employees exhibit truly make this an excellent place of learning and an excellent place to work. The reports from members of the leadership team that follow reflect the broad spectrum of activity that takes place each and every day.

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 11/05/25
SUBJECT: Board of Trustee 11/12/2025 Meeting

- The annual Veteran's Day breakfast will be held in the Hospitality and Culinary Arts Center on Monday, November 10th beginning at 7:30am.
- The College is communicating with students to ensure that anyone whose finances have been impacted by the disruption to some federal and state funds are aware of resources such as the Galley Food Pantry, the clothes closet, Finish Line Grants, and other emergency aid. Employees and private donors have been very generous in this time of increased need to help ensure these resources are well-stocked.
- UNCW's Watson College of Education came to our campus at the end of October to share opportunities regarding pathways to Bachelor degree completion with our students. They also met with faculty regarding advanced education degrees.
- The celebration of the signing of the NCSU Wolfpack Connect guaranteed admission agreement will be held in the NC State CMAST building on November 24th.
- The Goellner Exchange students will return from France 11/06. They are eager to share their experiences in future Escoffier dinners and grateful for the public support of our HCAC events that made the trip possible.
- The Baking and Pastry Holiday dessert and baked good sale is currently taking orders! Pick up will Tuesday, November 25th. You can find the order link on the College website and Facebook.
- The College hosted National College Transfer Week October 20-24 with transfer assistance drop-in hours, application and scholarship information sessions, and highlighted free application week.
- Early registration for Winter Term and Spring and Summer semesters are ongoing. Both returning and new students have been visiting the MAPS center and their academic advisors to complete academic plans and to explore available scholarships and grants.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 11/2/2026
SUBJECT: Workforce and Continuing Education November Board Report

Carteret Works, our Golden Leaf Funded Apprenticeship program, has launched a partnership with Carteret County Public Schools (CCPS), Carteret Health Care, and ApprenticeshipNC to strengthen the local healthcare workforce. This stacked-credential pathway allows high school students to begin with a CCPS high school internship program, transition into a CNA I Pre-Apprenticeship, and progress toward Registered Apprenticeships in CNA II, ADN, Surgical Technology, or related careers. Students completing pre-apprenticeships receive tuition waivers at Carteret CC and stipends through the NC Career Launch Program. This represents the first pre-apprenticeship pathway in this initiative, with plans to expand into additional career fields and employer partnerships in the near future.

Criminal Justice and Fire programs will host a Drones for Public Safety class to prepare students for the FAA exam, with additional courses planned. Several local public safety departments will participate in this training.

Firearms transition training is underway for the Carteret County Sheriff's Office as the department changes the officers assigned firearms.

The Crystal Coast Fire Academy is going extraordinarily strong. The programs began with fifteen students, and all remain actively enrolled. Graduation is planned for mid-December.

Enrollment in the CNA I and II program increased in the fall semester, with sixty-eight students enrolled. The graduation and pinning ceremony will be held on December 1, 2025, at 4 p.m. in the Civic Center.

A new 16-week online Computed Tomography (CT) course started this month. The course meets the American Registry of Radiologic Technologists (ARRT) 16-credit structured education requirements for CT and provides 16 AHRA-approved continuing education credits through September 2028. Designed for current radiologic technologists and radiography students, the course includes didactic and clinical components that lead to eligibility for ARRT Computed Tomography (CT) certification. This certification will allow registered radiologic technologists to perform CT scans, giving them an advanced credential.

The Reentry Program continues to assist justice-impacted clients, recently helping five secure housing and one secure childcare. Outreach efforts are expanding to include transportation and food service partnerships.

We hosted required continuing education training for the Carteret County Homebuilders Association, with more than fifty members participating.

The Small Business Center launched The Beaufort Tide: Small Business & Professionals Roundtable on October 9 at the Beaufort Train Depot with twelve participants. Meetings are scheduled monthly on the second Thursday from 8:00 to 9:00 a.m. and are open to all community members.



The Small Business Center will sponsor and participate in Small Business Saturday on November 29, 2025. Sponsored by American Express, Small Business Saturday will spotlight local entrepreneurs, include mayoral proclamations, a countywide “Shop Local Challenge,” and a social media “roll call” highlighting participating businesses. Small Business Saturday, sponsored nationally by American Express’s Shop Small initiative, has inspired communities to join the movement by celebrating and supporting locally owned businesses.

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TO: Carteret Community College Board of Trustees
FROM: Scott Lane, Vice President of Finance & Administrative Services
DATE: November 3, 2025
SUBJECT: Board of Trustees November 12, 2025, Meeting

Finance & Administration Highlights

- The College's state and county budget are on track and aligned with projected spending. Through one-third of the fiscal year, 32.6% of the state budget and 33.9% of the county budget have been expended.

Financial Aid & Veterans Services

- **FAFSA Processing & Awards:** We are actively processing FAFSA applications for the upcoming Spring Semester. We continue to assist students with completing their financial aid files to ensure timely awarding and disbursement. Currently in the process of awarding institutional scholarships for the upcoming term.
- **VA Certifications:** Sent out certification forms to VA students to complete for the upcoming semester to ensure their benefits are processed on time.
- Completed the **NCHED (North Carolina Higher Ed Data Collection) Report**, which is due on December 8th.
- The Financial Aid team will be attending the **Financial Aid Annual Setup** class scheduled for the first week of December at Wayne Community College.
- **Outreach Event:** We will visit East Carteret High School the first week of November to assist students and parents with completing FAFSA applications and Residency Determination Service (RDS) requirements. At this time, 16 students have pre-registered to participate in this event.
- **Reconnect Program:** Ashley continues to support students in the Reconnect program through the Belk Endowment Center, helping ensure they have the necessary resources to succeed in their classes.

Athletics

- The College officially launched its athletics program to the public through coordinated news releases and social media outreach. In addition, Scott Lane was formally introduced as the first Athletics Director. The initial public response has been overwhelmingly positive, generating significant excitement around Kraken Athletics.
- Throughout October, Scott participated in weekly NJCAA new member and compliance training sessions, held each Wednesday, as part of the onboarding process for new athletic programs.
- On October 28th, Scott attended his first Region 10 Athletic Directors meeting, establishing connections and gaining insight into regional athletic operations.
- Head coaching positions will be posted in mid-November with the expected hirings announced in January.



Budget

STATE BUDGET SUMMARY				
<i>As of 10-31-25</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$3,778,381	\$1,364,860	\$2,413,521	36.1%
Curriculum Instruction	\$7,997,330	\$2,644,425	\$5,352,905	33.1%
Workforce & Continuing Education	\$2,589,644	\$684,820	\$1,904,824	26.4%
Academic Support	\$1,106,808	\$371,298	\$735,510	33.5%
Student Support	\$1,150,842	\$355,786	\$795,056	30.9%
Capital Outlay	\$57,660	\$10,911	\$46,749	18.9%
Totals	\$16,680,665	\$5,432,101	\$11,248,564	32.6%

COUNTY BUDGET SUMMARY				
<i>As of 10-31-25</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$576,007	\$266,818	\$309,189	46.3%
Plant Operations	\$3,023,993	\$979,694	\$2,044,299	32.4%
Capital Outlay	\$1,750,000	\$567,506	\$1,182,494	32.4%
Totals	\$5,350,000	\$1,329,535	\$3,535,982	33.9%

INSTITUTIONAL BUDGET SUMMARY				
<i>As of 10-31-25</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$85,234	\$17,248	\$67,986	20.2%
Curriculum Instruction	\$774,134	\$285,162	\$488,972	36.8%
Workforce & Continuing Education	\$456,549	\$65,648	\$390,901	14.4%
Academic Support	\$73,284	\$72,443	\$841	98.9%
Student Support	\$618,044	\$266,139	\$351,905	43.1%
Plant Operations	\$16,251	\$6,978	\$9,273	42.9%
Proprietary	\$112,039	\$52,642	\$59,397	47.0%
Student Aid	\$3,800,000	\$2,384,358	\$1,415,642	62.7%
Capital Outlay	\$6,000,000	\$355,271	\$5,644,729	5.9%
Totals	\$11,935,535	\$3,505,887	\$8,429,648	29.4%

Emergency Preparedness and Security

- Meetings Attended
 - Employee Meeting
 - Staff Executive Committee
 - Employee Events Committee
- Other
 - Carteret County Chamber State of the County Annual Meeting
 - Groundbreaking ceremony for the WCCTT Building
 - Set up parking restrictions for Construction Trades Day and Annual Trunk or Treat



Grants

Carteret Community College Grant Status Report				
Grant Information			Grant Status	
Funding Organization	Purpose of Grant	Amount Requested	Application Submitted	Status
Ferguson	WCCTT Equipment	\$10,000	October 2025	Open
Dreyfus Foundation	WCCTT Equipment	\$15,393	October 2025	Open
NSF Advanced Technological Education (ATE)	Marine Trades – All Things Boat	\$471,443	September 2025	Open
Weyerhaeuser	WCCTT Equipment	\$28,107	September 2025	Open
Big Rock Foundation	WCTT Capital	\$500,000	August 2025	Open
Philip L. Van Every Foundation	WCTT Capital	\$50,000	August 2025	Awarded \$50,000
USDA National Institute of Food & Agriculture	Workforce Training Academies for Aquaculture & Horticulture	\$649,886	September 2025	Open
NC State & Local Cybersecurity Grant	Cybersecurity modernization at Carteret CC	\$237,445 (30% match)	January 2025	Awarded \$166,211.64
Sea Grant Aquaculture Legal, Regulatory & Policy Grant	Compliance Software App for Oyster Farmers	\$176,498	January 2025	Open
Sea Grant Aquaculture Internships	Aquaculture internships/partnerships	\$251,024	January 2025	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 \$216,211.64				

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: November 3, 2025
SUBJECT: Board of Trustee November 12, 2025, Meeting Date

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

- Board of Trustees – 58%
- Board of Directors – 84%
- Employees – 62% participation Campus Week of Giving

Annual Fund Unrestricted Gifts: \$17,295 (48.04% of goal)

Fundraising Revenue: \$222,024 (31.26% of goal)

Endowment donations/growth this year-to-date: \$15,017

A new endowment is being established: Mort & Marna Congleton Endowment

College Support provided to-date: \$78,007 (24.74% of goal)

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.

- On October 3rd, the Foundation hosted its Annual Golf Tournament, welcoming 21 teams and a total of 84 golfers.
- Foundation staff attended the annual NCCORD Conference, joining representatives from all North Carolina Community College Foundations.
- Weekly Culinary Lunches continue to provide engaging opportunities to host guests and showcase student talent.
- Staff are actively preparing the 2026 Sponsorship Brochure for print.
- The Board Development Committee met on October 24th to review recent and upcoming events and to establish the 2026 calendar.
- The Board Finance Committee convened on October 29th to review current financial reports.
- Foundation staff have successfully completed the required Cybersecurity training.
- The Foundation participated in the campus-wide Trunk or Treat event, hosting an Alumni Network table to engage with students and alumni.

Upcoming Events/Life Enrichment Classes/Opportunities to be with Donors

- Life Enrichment Classes link to register: [Life Enrichment - Carteret Community College](#)
- Feast 'n' Fest, December 4th - (SOLD OUT)
- Escoffier dinners (December, January, February) - [Escoffier 2025](#)
- Crystal Coast Wine Expo, November 6-8 - Registration Closed

2025 Golf
Tournament



Life Enrichment
Classes



Trunk or Treat



TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin, Sr. Director, Operations and Facilities
DATE: November 3, 2025
SUBJECT: Board of Trustee Meeting November 12, 2025, Facility and Operations Updates

Workforce Center for Construction Trades and Transportation Technology:

- Latest Rendering below
- Groundbreaking held October 30th
- Duke Energy relocated power to Wayne West to allow for new service
- Fiber relocation begins November 3rd
- Daniels & Daniels Site work to begin November 24th



- Carteret CC One-Door (McGee Building): PHASE III
 - Advertisement October 27th
 - Bid Opening scheduled for November 20th at 2:00pm
 - Employees have been relocated in preparation for the construction phase
 - Asbestos Abatement (floors) scheduled for completion in December
- McGee Pump Station
 - Mike Stroud providing permit drawings
 - Advertisement for bids scheduled for December



- Dental Program Renovation
 - Demolition completed
 - New walls are up and starting rough-in for plumbing

- Other Fall Semester Projects
 - Foundation building HVAC remediation is complete.
 - Upgrades of all campus elevators to cellular completed
 - Campus Master Landscape Planning meetings and designs are in progress

- O&F Team:
 - HVAC Technician vacancy
 - Grounds Technician vacancy
 - Special Projects Coordinator – Terry Murphy as announced his retirement and will be leaving employment December 18th.
 - Josh Long will be attending Pesticide school December 3rd

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: October 31, 2025
SUBJECT: Board of Trustee November 2025 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Maintenance Tech II	David Stone	Posting closes 10/31
Admin Assistant, Perm PT	New, Spa Services	Application Review 11/6

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

Fiscal Year	FY26	FY25	FY24	FY23	FY22	FY21	FY20	FY19	FY18
New Permanent Hires	7	23	28	22	28	26	17	27	5
Internal Transfer/Promo	1	19	7	7	6	7	7	1	6
Total Hires	8	42	35	29	34	33	24	28	11
Retirement	0	8	9	7	11	9	4	2	4
Resignation	7	12	11	13	13	9	12	14	5
Involuntary resignation	2	2	3	2	3	6	2	3	1
Total Terms	9	22	23	22	27	24	18	19	10

Employee Headcount and Turnover

October Payroll Headcount		October Turnover	FY26 Turnover	Historical Turnover
F/T Perm Faculty	64	1.75%	3.94%	FY25: 12.99%
F/T Perm Staff	105			FY24: 13.75%
P/T Perm Faculty	0			FY23: 13.11%
P/T Perm Staff	2			FY22: 16.36%
Total Perm	171			FY21: 14.57%
Total Payroll	353			FY20: 10.91%

Recent Employee Departures

Name	Position	Date
David Stone	Maintenance Tech, II	10/8/25
Brandy McCullough	Grants Coordinator	10/8/25
John Allen Quinn	Landscaper/Groundskeeping	10/24/25

Other Accomplishments: 3rd session of Carteret CC's Emerging Leaders Academy (10/24); Lead the NCCCHRA 1st Annual Meeting & Conference (10/9 & 10); Annual health benefits open enrollment completed – 10 information sessions to communicate significant changes, as well as 21 hours of open lab assistance.

TO: Carteret Community College Board of Trustees
FROM: Curtis Gillikin, Director Campus Information Technology
DATE: 10/1/25
SUBJECT: Board of Trustee November 12, 2025, Meeting

Highlights, Initiatives, and Projects Completed

- Attended and provided IT/AV support for the 2-day AI.iNC “Harnessing GenAI in Education and the Workforce” event hosted on campus October 1-2.
- Enrolled all employees in the Moodle Digital Accessibility Training course and assisted with the rollout.
- Installed TVs for instructional use in Wayne West 305 and 317.
- Performed cable management and organization in the Wayne West, CMAST, and Bryant classrooms.
- Deployed latest feature releases of Microsoft Office and MacOS in the Wayne West Mac computer labs.
- Installed additional Ethernet cabling in McGee boardroom and neighboring suite in preparation for employee moves as part of the McGee One Door renovations.
- IT staff attended the NC IIPS conference October 20-22 at the Riverfront Convention Center in New Bern, NC. This event provided an opportunity to network and collaborate with peers and vendors on technology topics and trends.
- Provided IT and AV support for:
 - October 23-25 “King Mackerel and the Blues are Running” event coordinated by the North Carolina Coastal Counties Fisheries Coalition
 - October 30 Workforce Center for Construction & Transportation Trades groundbreaking event
 - October 31 Employee Meeting in Joslyn Hall
- Deployed specific version of Respondus Lockdown Browser required for ATI testing on all nursing lab computers.
- Migrated NETLAB (instructional resource for IT programs) to a new virtualization platform at the recommendation of the service provider due to continually increasing costs associated with the previous platform.

IT Help Desk Tickets Resolved in October: 385

TO: Dr. Tracy Mancini and Trustees
FROM: Andrea Cole, Chair – Faculty Executive Committee
DATE: 11/3/25
SUBJECT: FEC Meeting notes

The Faculty Executive Committee held its most recent meeting on October 17, 2025, with 18 members in attendance.

Highlights:

- A sub-committee was formed to update the FEC bylaws to reflect the changes in deans, directors, and departments since working towards the One Door/One College model.
- The Foundation is awarding the FEC with funding to send one faculty member to the NC Great Teachers Seminar in Pine Knoll Shores on February 26th to March 1st, 2026. We are thrilled to share that after a drawing of all interested faculty, **Stephanie Westbrook**, one of our **Associate Degree Nursing Program instructors**, was selected to attend the seminar. We will highlight her at an upcoming FEC meeting, where she will share one valuable tip or strategy she learned from the retreat.

TO: Carteret Community College Board of Trustees

FROM: Kristian Jenkins

DATE: 11/3/2025

SUBJECT: Board of Trustees November 3, 2025, Meeting

Over the past month, I had the opportunity to take our four SGA officers to the Fall N4CSGA Conference at Cape Fear Community College in Wilmington, NC. This annual event provides valuable networking opportunities for SGA officers from across North Carolina's community colleges. Students participated in workshops designed to strengthen their leadership skills, share ideas, and collaborate with peers from other campuses. Each year, our students return from this conference inspired, motivated, and full of fresh ideas and goals to share with Carteret CC.

The SGA has also been hard at work planning the Spring 2026 calendar of events, and we are excited to share these plans with the campus community soon.



This month, I organized our 4th Annual Trunk or Treat event, which featured 36 decorated trunks hosted by students, staff, faculty, and community members. This year's event drew the largest turnout since its start in 2022, with an incredible number of families and children participating. The top three employee/department trunks were:

- 🏆 **1st Place:** Carrie Dennison (TRIO)
- 🥈 **2nd Place:** SkillsUSA
- 🥉 **3rd Place:** Nursing Department



Trunk or Treat continues to be one of my favorite events of the year. Seeing the community come together on campus for an evening of family fun is truly the highlight of the fall semester, and I am already looking forward to next year's event.

As we move into the final five weeks of the semester, the SGA still has several exciting events planned to wrap up the semester. Our students have worked incredibly hard this term, and I cannot wait to see what they accomplish next semester.

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TO: Carteret Community College Board of Trustees
FROM: Marley Ward, SGA President
DATE: November 3rd 2025
SUBJECT: Board of Trustees November 12 Meeting

The Student Government Association has been hard at work cultivating student engagement and strengthening community on campus. The following report outlines recent and upcoming student activities hosted or taken part by SGA, with a focus on leadership, development, wellness, and school spirit.



N4CSGA Fall Conference – October 17-19 at Cape Fear Community College. The SGA attended the North Carolina Comprehensive Community College Student Government Association (N4CSGA) Fall Conference. This experience allowed us to advocate for Carteret CC students on a statewide platform, network with other SGA leaders, and attend workshops focused on student leadership, legislative policy, and higher education equity.

Just Dance Game Day – Thursday, October 23rd

Students had a blast dancing, laughing, and bonding over friendly competition. This event promoted stress relief during midterm season and contributed to our ongoing efforts to foster fun, inclusive campus culture.

SGA Senate Meeting – Monday, October 27th

We held our monthly Senate Meeting in Bryant Building Room 208. Pizza was served, and we introduced new initiatives and event planning updates.

Veterans Parade – Saturday, Saturday, November 8th

SGA will proudly take part in the local Veterans Day Parade in Morehead City along with the Student Veterans Club. The Student Veteran Club has been preparing a decorated float and encouraging student involvement to honor veterans and show community support.



Veterans Breakfast – Monday, November 10th

In collaboration with Student Veteran's club, SGA will take part in the Annual Veterans Appreciation Breakfast. This event aims to recognize and celebrate our student and employee veterans. It will include remarks, food, and small tokens of appreciation.

Arcade Game Day – Thursday November 20

SGA is hosting a fun and casual Arcade Day event for students, featuring a Nintendo Switch setup with engaging games available for all to enjoy.

November Senate Meeting – Monday, November 24th

Our Final Senate Meeting of the semester will focus on wrapping up Fall 2025, celebrating accomplishments, and presenting a few Spring 2026 initiatives. Club representatives will be encouraged to share highlights from the semester.

Closing Statement

The Student Government Association stays committed to empowering students, strengthening campus culture, and ensuring the student voice is actively represented at both local and state levels. Thank you for your continued support of our efforts, we look forward to an exciting close to the semester and continued momentum and spring.

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