



TO: All Members of the Board of Trustees
 FROM: Dr. Wrenn Johnson, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, October 15, 2025, at 9:00 a.m., McGee Boardroom

AGENDA			
I.	*	CALL TO ORDER A. Ethics Statement	Chair Wrenn Johnson
II.	*	APPROVAL OF AGENDA	Chair Johnson
III.	*	APPROVAL OF MINUTES (September 10, 2025, Attachment 1)	Chair Johnson
IV.		CHAIR COMMENTS	Chair Johnson
V.		NEW EMPLOYEES A. John Allen Quinn	Chair Johnson Mrs. Cindi Goodwin
VI.		PRESENTATION A. Institutional Effectiveness	Chair Johnson Mr. Jonathan Tyndall
VII.		NEW BUSINESS A. First 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
VIII.	*	ONGOING BUSINESS A. Second Read Policy Revisions 3.9, 3.14, 3.15 Student Policies 4.5 Accreditation Decisions of Other Agencies 6.5 Sustainable Workplace Policy	Chair Johnson, Dr. Mancini
IX.		COMMITTEE REPORTS A. Finance Committee	Chair Johnson Trustee Dee Meshaw
	*	1. DCC 2-1 Budget Form	
	*	2. Employee Bonus	
X.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports. (Attachments 2 , 3 , 4 , 5 , 6 , 7 , 8 , 9 , 10 , 11) C. FEC Report	Chair Johnson Trustee Mort Congleton Dr. Mancini Ms. Andrea Cole
XI.		BOARD COMMENTS	Chair Johnson, Trustees
XII.	*	ADJOURNMENT	Chair Johnson

*Indicates Item for Action

DATE	EVENT	TIME	LOCATION
October 16, 2025	Horticulture Fall Plant Sale	9:00 a.m.	Howard Greenhouse
October 30, 2025	Trunk or Treat	5:30 p.m.	McGee Parking Lot
November 6-8, 2025	Crystal Coast Wine Expo	6:00 p.m.	HCAC



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

September 10, 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 September 10, 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. Mort Congleton
Mrs. Melodie Darden
Mr. Bill Henderson
Mrs. Penny Hooper
Dr. Wrenn Johnson
Mrs. Rosa Langston (via Zoom)

Mrs. Kelly Marek
Mrs. Dee Meshaw
Mrs. Catherine Parker
Mr. Will Rogers
Mr. Doug Starcke

Trustees Absent

Mr. Doug Brady

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. Brenda Reash	Executive Director, Foundation
Ms. Angela McMahon	Executive Assistant to the President, Assistant Secretary to the Board
Ms. Logan Okun	Senior Director, Marketing & Communications
Mr. Scott Leahy	Director, Marine/Maritime Programs, SEC Chair
Ms. Andrea Cole	Instructor Medical Assisting, FEC Chair
Ms. Shana Olmstead	Director, Culinary, Horticulture & Special Programs
Ms. Dee Smith	Foundation Coordinator, Sponsorship
Mrs. Kristi Mroch	Foundation Coordinator, Events & Communications
Mr. Jared Jones	Coordinator, Youth Camps & Community Programs
Ms. Betsy Gilchrist	Foundation Bookkeeper

Students Present



Mr. Benjamin Knight
Ms. Bree Turberville

Guests Present

Ms. Cheryl Burke Reporter, Carteret County News-Times

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. FOUNDATION CHECK PRESENTATION

Chair Johnson said the September check presentation was to two culinary students. She said the Goellner Exchange Program is a five-week program in France. Student participants are immersed in the country's rich food culture, language, and traditions. She said the opportunity is made possible by generous donor support which not only funds travel and educational expenses but also additional spending money to enrich the journey. She said significant support comes from the Escoffier dinner series, the College's signature fund raising event that plays a vital role in sustaining the program.

Chair Johnson congratulated culinary students Ms. Bree Turberville and Mr. Benjamin Knight, who will represent the College in France this fall as Goellner Exchange interns.

III. APPROVAL OF AGENDA

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

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

IV. APPROVAL OF MINUTES

Chair Johnson presented the August 13, 2025, minutes for approval by the Board.

Trustee Penny Hooper motioned to approve the August 13, 2025, minutes. Trustee Catherine Parker seconded the motion. The motion passed unanimously by voice vote.

V. CHAIR COMMENTS

Chair Johnson welcomed all attendees. She said she was happy to see the culinary program students and remarked on their evident excitement.

VI. PRESENTATION

Chair Johnson invited Ms. Brenda Reash, Foundation Director, to address the board. Ms Reash introduced her team. She said it was a wonderful team, and she appreciated their dedication and hard work. Ms. Reash delivered an interesting and informative PowerPoint presentation about the Foundation's activities, board and committee structure, and new additions of camps/community



outreach and Life Enrichment. She also described her efforts to start up an active Alumni Association. Questions and discussion followed.

Ms. Reash spoke about the importance of trustee participation in fundraising efforts. She said all contributions, including ticket purchases for Foundation events, count towards board participation. Trustee Starcke recommended sending reminders to trustees regarding donations. Trustee Henderson asked whether trustees would be comfortable receiving an email notification if they had not yet contributed in any given year. Trustees agreed this would be helpful, and Ms. Reash said she would schedule reminders.

Ms. Reash thanked the board for their support. Dr. Mancini commended Ms. Reash for her work with the Foundation Board. She said the directors met on September 9, 2025, for their annual retreat which included a session in the Health Sciences simulation lab.

Ms. Reash said the Foundation Board acknowledges that there are many regular contributors to the Foundation who routinely attend lunches, dinners, and Foundation events. She said a current goal is to focus on those contributors and develop a meaningful way to recognize them.

Trustee Rogers asked if there would be an official capital campaign for the Workforce Center. Dr. Mancini said while there would not be a capital campaign, multiple funding sources were being explored. She said there would be naming opportunities. Trustee Rogers said he thought capital campaigns were effective when conducted every ten years. Ms. Reash confirmed the HCAC capital campaign was in 2018.

Chair Johnson asked if the Culinary Center was rented out to third parties. Dr. Mancini confirmed it was, along with classrooms and meeting spaces across campus. She said the rental income is credited to the College and used to maintain those spaces.

VII. NEW BUSINESS

A. First Read Policy Revisions

Chair Johnson invited Dr. Mancini and staff to present the first read of the following revised policies:

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

VP Dr. Brown said changes to the student policies under review were to update the policies to mirror current practices and to include reference to the Student Handbook as the correct source for procedures governing students.

Dr. Brown said language was removed from policy 4.5, Accreditation Decisions of Other Agencies, to reflect changes in institutional accreditors and to correct an internal title.

Ms. Okun reviewed changes to Social Media Policy 5.14. She said the current revisions centered around correcting titles, re-numbering policies and grammatical changes rather than substantive changes in



policy. Trustee Darden suggested that the phrase “any social media site” should be used rather than listing individual social media platforms.

Ms. Okun said more changes would be made to the Social Media Policy as the College moves toward full compliance with WCAG 2.1 Level AA. Ms. Okun explained that WCAG, or Web Content Accessibility Guidelines, is a set of technical standards that, when followed, improve the accessibility of web content, websites, and web applications for people with a wide range of disabilities. All College digital format must comply with WGAC requirements by April 2026.

Trustee Parker asked if College social media posts also post to the website. Ms. Okun said Instagram posts replicate to the website. She said when Element 451 is fully operational it would facilitate getting information to students that may not be active on social media.

Mrs. Cindi Goodwin reviewed the revisions to policy 6.5, the Sustainable Workplace Policy. She said the policy was revised to incorporate the Strategic Energy and Water Plan, which was approved by the Board in September 2024. The Strategic Energy and Water Plan will take precedence in matters relating to sustainability.

VIII. COMMITTEE REPORTS

A. Buildings & Grounds Committee

Trustee Bill Henderson, Buildings & Grounds committee chair, said the committee met on September 4, 2025.

1. CMAST Exterior Landscaping

Trustee Henderson said the Master Gardener Carteret County Volunteer Association submitted a plan to beautify the area in front of the CMAST building at no cost to the College. The Association offered to supply plants and pervious pavers and would undertake both the planting and the installation. Trustee Henderson said the Association committed to using only native species. Mrs. Goodwin inspected the site and thought the project feasible. The Buildings & Grounds committee reviewed the project drawings. Mrs. Goodwin said the existing permit would require modification and the project could be completed once that adjustment was made. Trustee Henderson said it was understood that once the planting is complete the landscaping becomes College property and, while the Association stated it would maintain the area, the College accepts that it may need to assume responsibility for the area at a future date.

Trustee Henderson said a motion comes from the Buildings & Grounds committee to the full board to approve the CMAST beautification project.

Trustee Henderson invited any further discussion. Trustee Hooper said the Carteret County Wildlife Club had expressed interest in planting on campus and asked whether there had been any progress. Dr. Mancini said the Wildlife Club had proposed planting a large area at the Public Safety Training Facility property. During the Joint Buildings & Grounds and Finance committee meeting held on June 4, 2025, trustees agreed that the College should not give up space at the Laurel Road site for third-party naturalization and planting. Dr. Mancini said Mrs. Goodwin had invited the Carteret County Wildlife Club to explore areas on campus that might be suitable for planting, but no response has been received from the club.

The motion passed unanimously by voice vote.



2. Howard Building Exterior

Trustee Henderson said there were already some pervious pavers installed behind the Howard building and a new proposed project would extend those pavers to the shed located behind the Howard building. Horticulture students would undertake the installation work periodically whenever the hardscape course is offered. Trustee Henderson said a CAMA permit would be required due to the proximity to the water. He said there was a reasonable amount of foot traffic and wheelbarrows and dollies transiting the area. This would be a practical hardscaping class for students and would also improve surface conditions.

Trustee Henderson said a motion comes from the Buildings & Grounds committee to the full board to approve the Howard hardscaping project.

The motion passed unanimously by voice vote.

3. Dental Assisting

Dr. Mancini said all interested parties agreed that the space leased in the Burnette Chalk building would be ideal for the Dental Assisting I program. She said an individual had been hired as program chair and would start in the new role in November. That individual started Dental Assisting programs at both Brunswick Community College and Rowan Cabarrus Community College, where she has been for 20 years. The College is working with Patterson Dental, Ms. Maggie Chalk and the new chair on the optimum design and required modifications for the space. Dr. Mancini said the costs to renovate the space are fully covered by the high cost start up grant awarded by the System office for the program.

Trustee Parker said she thought it important for the board to be aware that the Coastal Community College Dental Assisting program was on hold and that Carteret Community College would be the sole program provider among contiguous counties.

Trustee Henderson asked about continuing education requirements for dental assistants. Mr. Harker said there was a requirement and the College would offer Dental Assisting I as well as continuing education courses. Dr. Mancini said the new chair would also initiate the process for the College to offer Dental Assisting II, a curriculum program. Dr. Mancini said starting salaries and work conditions for the profession are favorable. She said the first cohort would consist of ten students which, with four available chairs, is the program capacity. Dental Assisting I is a 240-hour program. Dr. Mancini said there are plans to start a second cohort, achievable though staggered start dates and by offering day and night classes. She said 80 prospective students expressed interest in the program when it was first advertised.

4. Workforce Center Update

Dr. Mancini said the site plan has been submitted to the State Construction Office. Once approved, the College will begin site preparation. Dr. Mancini said she expected the groundbreaking to be in October or November 2025. She said Daniels & Daniels are finalizing the design documents. Once those are approved, the priority will be to order the metal building. Dr. Mancini said the Guaranteed Maximum Price (GMP) remains as agreed.

Chair Johnson thanked the Buildings & Ground committee.



Dr. Mancini said a meeting has been scheduled for October to explore potential locations on campus where horticulture and WCE students could do hands-on, practical projects.

B. Personnel, Policies & Bylaws

Trustee Hooper said the Personnel, Policies & Bylaws committee met on August 27, 2025. She said the committee was conducting a thorough review of the governing policies and bylaws and would present proposed revisions to the board when the review is complete.

XIV. OTHER REPORTS

A. Foundation Liaison

Trustee Congleton said the Foundation Board met for its regular meeting and annual retreat on September 9, 2025, focusing on strategic planning and organizational development. He said directors spent time in the Health Sciences Simulation Lab and took part in a hands-on activity with the birthing manikin.

Trustee Congleton said directors completed the annual review of the investment account to ensure the Foundation's financial health and alignment with long-term goals. He said the board evaluated the third-year progress of the Foundation's five-year strategic plan, noting key achievements and areas for continued focus. Trustee Congleton said the board plans to set additional goals to enhance donor engagement through more consistent outreach and a more hands-on approach to relationship building with direct involvement from board members.

Trustee Congleton reported on trustee and director donor participation year to date (July 1 marked the beginning of this fiscal year). He said the Foundation board stood at 65% and the College board at 17%. He said there are several events scheduled that trustees could attend including the Alex Williams Experience, Escoffier dinners, the golf tournament and the Crystal Coast Wine Expo. He encouraged all trustees to contribute to the Foundation, stating trustees set the tone for employees and donors.

B. President's and Executive Leadership Council Reports

Dr. Mancini said the annual Waste Water School was currently being held on campus, welcoming approximately 250 participants. She said the annual event contributes significantly to FTE for the College and generates substantial economic impact for the county. She thanked Mr. Harker and Ms. Renee Donald for their work in organizing the program.

Dr. Mancini said she attended the C-STEP kickoff event on Friday September 5, 2025, at UNC Chapel Hill. C-STEP, the Carolina Student Transfer Excellence Program, provides a pathway for high-achieving, low-to moderate-income students to transfer *and graduate from UNC Chapel Hill*. Through partnerships with several North Carolina community colleges the program offers financial and academic support and guarantees admission to UNC-Chapel Hill for students who complete their associate degree with at least a 3.2 cumulative GPA.

Dr. Mancini said that Mr. Clay Bochnovic attended with six students who are expected to graduate from Carteret CC in May 2026 and are currently enrolled in the program. Dr. Mancini said the keynote speaker was Mr. Anthony Pile, former SGA president at Carteret CC, and he did an outstanding job. She



said Ms. Jenny Maldonado Castro and Ms. Mya Pope were also at the event who, like Mr. Pile, are Carteret Community College graduates.

Dr. Mancini said that the College was recognized by SmartAsset as #15 of 585 on their annual list of best community colleges in the nation. She said this is the fifth time in six years that Carteret Community College has been in the top 15. She said the recognition affirms the work that is being done across campus, and she emphasized that retaining students is a collective effort.

Dr. Mancini said the College's Emerging Leaders Academy held its first session of the academic year in August, with 11 participants. She thanked Board Chair Dr. Wrenn Johnson for speaking with the group, all of whom had read her book *The Path to Success Is Yours: A Journey from Adversity to Empowerment*.

Dr. Mancini thanked Dr. Brown for submitting the SASCOCS Fifth Year Report and commended Dr. Brown and Mr. Jonathan Tyndall for keeping the report compilation process on track.

Dr. Mancini said the System Office maintains a chart tracking the timeliness of report submissions across all 58 colleges. She said Carteret Community College is one of the colleges shown to have never submitted a late compliance report and she recognized Mr. Jonathan Tyndall for his role in achieving this. She said he keeps the College in compliance and motivates departmental teams to meet reporting deadlines.

Chair Johnson thanked Dr. Mancini and recognized Ms. Marley Ward, SGA President, to present the SGA report.

C. SGA Report

Ms. Ward said Welcome Week was a great success with strong student participation in SGA activities.

Ms. Ward said approximately 25 individuals, including both students and staff, attended the first SGA Senate meeting. She said there was a formal swearing-in for SGA officers on August 26, 2025, before the Executive Leadership Council, with Dr. Brown performing the pinning.

Ms. Ward said SGA members visited classrooms to share information about the SGA. She said the Clubs and Grub event held on August 21 offered all clubs the opportunity to promote their missions. She said there are four new clubs this semester: the Art Careers Club, Lift the Mask Club, Computer Club and Student Veteran Club.

Ms. Ward said the Coastal Pregnancy Care Center Event and the Tie-Dye Make & Take activity both took place on September 23, 2025, and were well attended. A Bingo Bash is scheduled for September 18, and the SGA will participate in Voter Registration Week September 15-18. Ms. Ward said the Fall Fest/Pumpkin Palooza is scheduled for September 30 from 10:00 a.m. to 1:00 p.m. in the Civic Center, followed by the College Open House from 4:00 p.m. to 7:00 p.m. in the Bryant Center. Ms. Ward said the next SGA Senate meeting will take place on September 29, 2025, and she invited trustees to attend any of the upcoming events as their schedules allow.

Chair Johnson thanked Ms. Ward for addressing the board and commended her on her report.



X. BOARD COMMENTS

Trustee Henderson commended the College and Foundation leadership. He said Dental Assisting was first considered during the 1990s and is finally becoming a reality after Ms. Reash found the space, a tenacious president found the funding and support for the program, and Mrs. Goodwin found a way to make the space workable.

Trustee Darden said she would like to recognize several individuals. She thanked Mr. Curtis Gillikin for helping her with the IT security requirements. She said Ms. Ward presented strong reports, written and verbal. Trustee Darden said Ms. Reash's presentation was excellent, and she was thrilled about opportunities the College can offer its culinary students. She congratulated Mrs. Bryant on being named a Women in Excellence honoree by the Carteret County League of Women Voters. She recognized Dr. Brown and said she understood the Fifth-Year report to be a major undertaking. Trustee Darden said she appreciated Trustee Starcke's suggestion regarding donation reminders to trustees.

Trustee Starcke thanked Ms. Reash for her presentation and said he would encourage future donation reminders. He said he liked the opportunities available to the culinary students. He said opportunities involving travel and study abroad can be very eye opening at that stage in life and offer valuable personal development.

Trustee Rogers expressed his full support for sending reminders to trustees for donations and recommended including payment links to facilitate contributions.

Trustee Hooper said she had recently heard a radio program that claimed it was not the students who went to the most elite colleges that were the most successful but rather the students who were most nurtured who were most successful. Trustee Hooper said Carteret Community College nurtures its students and she was proud to be a part of a college that prioritizes student care and development.

Trustee Langston said she was excited about expanding opportunities at the College. She said she was happy about the launch of the dental program and the ongoing facilities improvements that support College programs. She said she and several fellow trustees were preparing to attend the upcoming NCACCT conference in Greensboro and she was looking forward to the event.

Trustee Marek thanked Ms. Ward and said the semester was off to a strong start. She said she had enjoyed the Foundation presentation and the update on current activities. She commended the College for its placement in SmartAsset's top fifteen Community Colleges.

Trustee Parker said there is an underlying theme at the College that "there is no I in team." She praised the culture of teamwork and mutual support.

Trustee Meshaw said it was a great meeting, and she said she enjoyed the presentation. She reflected on how opportunities available at community colleges are communicated to high school students, saying that while there is a nationwide push for four-year colleges, that route is not suitable for everyone. She said high schools could play a more active role in promoting the benefits of community colleges.

Chair Johnson thanked Ms. McMahon for her organizational and administrative support in keeping the board on track. She commended the College's leadership for developing the Leadership Academy, giving personnel the tools to advance within the institution. Chair Johnson thanked trustees for their service.



She said trustees participate in numerous meetings each month and she said she appreciated all that they do.

Chair Johnson asked if there were any further comments.

Trustee Hooper emphasized the importance of promoting the College to students within the public school system and said the camps organized by Mr. Jared Jones were crucial in bringing students to campus.

Dr. Mancini said the Admissions and Enrollment team has a full schedule of tours planned and every 10th grader in the county would visit campus this fall. She said Student Services puts significant effort into accessing the county schools.

XI. ADJOURNMENT

There being no further business, Trustee Hooper motioned to adjourn at 10:37 a.m. Trustee Congleton seconded the motion. The motion passed unanimously by voice vote.

Submitted by:
Ms. Angela McMahon
Executive Assistant to the President
Assistant Secretary to the Board
September 15, 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: Maggie Brown, Vice President of Instruction and Student Support

DATE: 10/07/25

SUBJECT: Board of Trustee 10/10/2025 Meeting

- On October 2nd, our first cohort of Surgical Technology students completed their coursework. Carteret Healthcare employees joined us for the celebration. The students have been apprentices for CHC during their time in the program and upon taking their licensure exam, they will be continuing on at CHC as registered surgical technicians. The second cohort of students began September 30th.
- On October 8th, 21 Associate Degree Nursing students graduated from our spring start cohort. It is also application season for Fall '26 Health Sciences selective admissions programs. Details for each program open for applications can be found on our homepage.
- Our Goellner Culinary students landed in France on Monday October 5th. Their guide will spend a week with them getting settled into their lodging, navigating the Metro, and getting oriented to their worksite. In other Culinary news, don't miss our Escoffier series! There are still tickets available for December 2nd, January 27th, and February 24th. The link to purchase tickets to support our students' experience in France is on the Foundation webpage.
- On October 14th and 15th, our Culinary and Baking and Pastry programs will partner once again with Carteret Community Theater to host a Murder Mystery dinner fundraiser. The play this year, authored by the incomparable Tom Kies, is Murder On the Menu, set in 1950's France. Tickets are available through the CCT website.
- Horticulture Technology's annual fall plant sale student fundraiser is on October 16th. Come to the greenhouse by 9am to get the first pick of the day!
- Try a new course offering from Arts & Sciences! Spanish for the Workplace is being offered in Spring 2026 for both Curriculum and Continuing Education students. Early registration for all classes begins October 15th.
- University transfer partnerships continue to grow. Carteret Community College will be part of the spring cohort of colleges signing onto the NCSU Wolfpack Connect Guaranteed Admission Agreement. Also, UNCW will bring its Watson College of Education Roadshow to our campus on October 30th to talk to students and staff about their teaching pathways and graduate programs.
- The New CTE Instructor Academy, led by Deans Thompson and Freshwater, is progressing well. We are in the final stages of confirming participants and expect to have approximately 17 attendees from the three cohort colleges, including five faculty from Carteret CC. The first session is scheduled for October 16–17 at Southeastern Community College and will include topics such as “Who are our students?”, Gen Z, Adult Learning, and Preparing for the First Day of Class. Representatives from SkillsUSA North Carolina will be present to share insights about the organization and showcase the Skill-a-Bus. This professional development program is designed for direct-from-industry faculty who are new to teaching higher education.
- From Student Services, our PTK yard sale was a success. Our students made over \$1,000 toward funding student conference participation. Our annual Trunk or Treat will be on our campus on October 30th, beginning at 5:30pm. Last year, there were over 200 participants tricking and treating and learning more about our programs of study.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 10/6/2025
SUBJECT: Workforce and Continuing Education October Board Report

We partnered with ULECAN, a local Hispanic non-profit, to participate in the third annual resource fair celebrating Hispanic Heritage Month. The event, held at the Crystal Coast Civic Center, featured over thirty vendors, live music, games for youth, and the esteemed presence of the Mexican Consulate. The college staffed an informational table highlighting various college training programs.

This semester, thanks to the efforts of Adriana Lopez, AHS and ESL Coordinator, we are launching an ESL class at Grace Baptist Church in Morehead City. Thirteen students are registered to attend.

The visit by Secretary of State Elaine F. Marshall was a complete and engaging two days, celebrating community and economic collaboration. The Secretary was able to attend the 25th Anniversary Dinner of the Incorporation of Downtown Morehead City, Inc., followed the next morning by a campus tour with Dr. Mancini. She then participated in a business roundtable featuring ten local businesses along with numerous elected officials, town managers, and mayors. The day concluded with a Downtown Morehead City, Inc. walking tour, during which the Secretary met several local business owners.

The Big Rock/NCWorks Career Center team recently highlighted available services, partnerships, and resources at several community events, including the Carteret County Substance Use Disorder & Prevention Roundtable on September 10, the CCC Welding Networking Event on September 24, the 3rd Annual Hispanic Heritage Month Celebration on September 27, the CCC Fall Festival, and the CCC Open House on September 30.

Criminal Justice WCE is working with the Carteret County Sheriff's Office to schedule dates for their weapons transitions. The county is expected to transition to a new model of firearm, and this training is required for all sheriff personnel.

We scheduled an Emergency Medical Responder certification class at Broad and Gales Creek Fire Department, with seven of their employees enrolled.

The reentry program continues to complete intakes for clients who are justice-impacted and have a history of substance use. Our case managers were able to provide supportive housing for two individuals and supported four individuals in obtaining employment.

The Surgical Technology program had its first two graduates on September 24, 2025. The graduates will take the NCCT certification exam in October 2025. Carteret Health Care hired them and started full-time employment on October 6, 2025. The second Surgical Technology cohort began on September 30, 2025. The program has a maximum enrollment capacity of eight students.

In partnership with NC One Water, the college hosted the annual Coastal Collections and Distribution Certification Wastewater School last month. More than 250 technicians from various municipalities across North Carolina were in attendance.

TO: Carteret Community College Board of Trustees
FROM: Scott Lane, Vice President of Finance & Administrative Services
DATE: October 6, 2025
SUBJECT: Board of Trustees October 15, 2025, Meeting

Finance & Administration Highlights

- The first round of fall student financial aid refunds was issued in September. Approximately half of the recipients opted for the new direct deposit option. Students who received paper checks were provided with information on how to enroll in direct deposit, resulting in 40 additional sign-ups since then.
- The College was recently awarded two significant grants:
 - The Philip L. Van Every Foundation - \$50,000 to support WCCTT construction. This marks the first time the College has received funding from the Van Every Foundation.
 - North Carolina Emergency Management State and Local Cybersecurity Grant – \$166,211 to support the modernization of the College’s cybersecurity infrastructure.
- Angela McMahon will assume the role of Grants Coordinator, in addition to her current responsibilities, following the resignation of Brandi McCullough.

Financial Aid & Veterans Services

- **FAFSA Processing & Awards:** We are actively processing FAFSA applications, certifying VA benefits, and awarding scholarships weekly.
- **VA Compliance Review:** We recently received the results of our VA compliance review. While there were a few findings, none are expected to pose issues in our next review cycle.
- **Golden Leaf & FISAP Reports:** We successfully closed out the Golden LEAF program for the 2024–2025 academic year and submitted the FISAP (Fiscal Operations Report and Application to Participate) on time. Award Golden Leaf for 2025Fall.
- **Outreach Event:** On September 22, we visited West Carteret High School to deliver a presentation on the upcoming FAFSA application. We were pleased with the turnout and engagement from students and families. We had over 50 people show up for this presentation. We will also participate in the College Open House on September 30, 2025.
- **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.
- **Work-Study Hiring:** We are working closely with staff and faculty to facilitate the hiring process for work-study students and ensure all positions are filled promptly. We have currently hired 17 students, and 2 students are in the process of being hired.
- **Childcare Assistance:** We received our childcare assistance budget and have sent out emails requesting additional information from students. We anticipate being able to inform students about their eligibility for support by the end of next week.

Athletics

- The College received notification on September 26th from the National Junior College Athletic Association (NJCAA) that Carteret Community College has officially been granted membership as an NJCAA institution. Scott Lane has assumed the role of Athletic Director.



Budget

- The State Board of Community Colleges approved the State Aid Allocations and Budget Policies in September. The state budget summary table below reflects these allocations.

STATE BUDGET SUMMARY				
<i>As of 9-30-25</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$3,778,381	\$980,775	\$2,797,606	26.0%
Curriculum Instruction	\$7,980,430	\$1,898,709	\$6,081,721	23.8%
Workforce & Continuing Education	\$2,588,934	\$464,956	\$2,123,978	18.0%
Academic Support	\$1,107,212	\$277,978	\$829,234	25.1%
Student Support	\$1,056,816	\$254,682	\$802,134	24.1%
Capital Outlay	\$80,246	\$5,909	\$74,337	7.4%
Totals	\$16,592,019	\$3,883,010	\$12,709,009	23.4%

COUNTY BUDGET SUMMARY				
<i>As of 9-30-25</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$576,007	\$252,718	\$323,289	43.9%
Plant Operations	\$3,023,993	\$714,874	\$2,309,119	23.6%
Capital Outlay	\$1,750,000	\$361,943	\$1,388,057	20.7%
Totals	\$5,350,000	\$1,329,535	\$4,020,465	24.9%

INSTITUTIONAL BUDGET SUMMARY				
<i>As of 9-30-25</i>	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$53,228	\$12,592	\$40,636	23.7%
Curriculum Instruction	\$614,221	\$205,461	\$408,760	33.5%
Workforce & Continuing Education	\$433,062	\$42,401	\$390,661	9.8%
Academic Support	\$73,284	\$54,030	\$19,254	73.7%
Student Support	\$618,044	\$166,832	\$451,212	27.0%
Plant Operations	\$16,251	\$2,433	\$13,818	15.0%
Proprietary	\$52,230	\$34,778	\$17,452	66.6%
Student Aid	\$3,800,000	\$2,243,661	\$1,556,339	59.0%
Capital Outlay	\$6,000,000	\$240,073	\$5,759,927	4.0%
Totals	\$11,660,321	\$3,002,261	\$8,658,060	25.7%

Emergency Preparedness and Security

- Meetings Attended
 - College Event Committee Meeting
 - Staff Executive Committee
 - Alumni Committee
 - Student Government Association
 - Camera Review with Design and Building Team
 - Secretary of State Elaine Marshall's Round Table
- Other
 - BLET Graduation
 - Alumni Meet & Greet / Joslyn Hall
 - College Open House



- SGA's Fall Festival
- Setup and assisted with parking for Melvin's Metal event, Blood Drive, College Open House, Alex Williams Experience

Grants

Carteret Community College Grant Status Report				
Grant Information			Grant Status	
Funding Organization	Purpose of Grant	Amount Requested	Application Due/Submitted	Status
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	WCCTT Capital	\$500,000	August 2025	Open
Philip L. Van Every Foundation	WCCTT Capital	\$50,000	August 2025	Awarded
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
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				

TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Sr. Director, Operations and Facilities
DATE: Sept. 29, 2025
SUBJECT: Board of Trustee Meeting October 15, 2025, Facility and Operations Updates

- Workforce Center for Construction Trades and Transportation Technology:
 - Final construction documents submitted to State Construction for review
 - Groundbreaking ceremony scheduled for October 30th at 2:00pm
 - Commission Agent selected for all Owner Provided testing requirements
 - Equipment procurement has begun for new programs
 - Color renderings are in development
- Carteret CC One-Door (McGee Building): PHASE III
 - Construction documents are 90% complete
 - Advertisement of bid scheduled for October 27th
 - Color renderings have been completed
 - Interior finishes are being selected
 - Target completion – August 1, 2026
- FALL Projects
 - Foundation building HVAC remediation is 50% complete.
 - Re-key Smith Building to Master Lock system was completed.
 - McGee Pump Station relocation (deferred maintenance project) is in design phase.
 - Remodeling for the Dental Program has begun.
 - Upgrades of all campus elevators to cellular has begun.
 - Campus Master Landscape Planning meetings and preliminary designs are in progress.
- O&F Team:
 - HVAC Technician vacancy due to employee resignation.
 - Fall Safety Training for all Custodial and Maintenance is still in progress. Hands-on forklift training was held at the Rhue Building and 13 employees were certified, including boat manufacturing faculty, Foundation employees, and O&F maintenance members.

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: October 2, 2025
SUBJECT: Board of Trustee October 15, 2025, Meeting Date

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

- Board of Trustees – 42%
- Board of Directors – 65%
- Employees – 61% participation after last week's Campus Week of Giving

Annual Fund Unrestricted Gifts: \$16,672 (46.3% of goal)
Fundraising Revenue: \$172,268 (24.26% of goal)
Endowment donations/growth this year-to-date: \$1,935

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.

- Welcomed over 100 attendees to the Alex Williams Experience held in Joslyn Hall.
- Successfully hosted the first Alumni Network Social Hour during the Alex Williams Experience.
- The Executive Director participated in the NCSECU Advisory Board quarterly meeting for Carteret County.
- Attended the Beaufort Ole Towne Rotary meeting alongside scholarship recipients.
- Joined the Beaufort Lions Club meeting with the Life Enrichment Coordinator and Community Programs Coordinator.
- Launched the weekly Line Dancing class at Jack's Waterfront Bar, with 17 participants at the inaugural session.
- Organized the Campus Week of Giving, featuring:
 - Lunches from Sweet Beans Café on Wednesday and Thursday
 - Sunset Slush treats on Friday
 - Daily giveaways from local businesses for all employees
- The Executive Director attended the September Escoffier Dinner.
- Participated in the Welding "Meltin' Metal" Community Information Night.
- The Foundation proudly sponsored brunch for the Small Business Center visit with the NC Secretary of State.
- Staff attended recent Chamber small business ribbon cuttings and the EDC Women in Business Conference with local businesses.
- Represented the Foundation at the College Open House.
- Hosted a Blood Drive on September 30th over 30 appointments scheduled.



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

- 30th Annual Golf Tournament, October 3rd at the Crystal Coast Country Club
- Life Enrichment Classes link to register: [Life Enrichment - Carteret Community College](#)
- Feast 'n' Fest, December 4th - [Feast 'n' Fest](#) (only 5 seats remain)
- Escoffier dinners (December, January, February) - [Escoffier 2025](#)
- Crystal Coast Wine Expo, November 6-8 - [2025 Wine Expo](#)

TO: Carteret Community College Board of Trustees

FROM: Amanda Bryant, HR Director

DATE: September 30, 2025

SUBJECT: Board of Trustee October 2025 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Education Navigator	New (grant)	Interviews 5/6; position on hold
Academic Support Specialist	Kate Blauvelt	Kate Edwards DOH 9/15
Chair, Dental Assisting	New/Reposted	Amanda Belleville DOH 11/1
BLET Qualified Assistant (PP/T)	New	Michael Register DOH 9/8
Director, Trades & Industry	Rick McCormac	Michael Litaker DOH 11/3
Director, Carteret Works & WIOA	Sharon Carter-Moore	Sharon King DOT 10/1
Maintenance Tech II	David Stone	Posting closes 10/31

*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	5	12	11	13	13	9	12	14	5
Involuntary resignation	1	2	3	2	3	6	2	3	1
Total Terms	6	22	23	22	27	24	18	19	10

Employee Headcount and Turnover

September Payroll Headcount		September Turnover	FY26 Turnover	Historical Turnover
F/T Perm Faculty	64	1.16%	3.5%	FY25: 12.99%
F/T Perm Staff	107			FY24: 13.75%
P/T Perm Faculty	0			FY23: 13.11%
P/T Perm Staff	2			FY22: 16.36%
Total Perm	173			FY21: 14.57%
Total Payroll	316			FY20: 10.91%

Recent Employee Departures

Name	Position	Date
Sharon Carter-Moore	Coordinator, Carteret Works	9/12/25

Other Accomplishments: 2nd session of Carteret CC's Emerging Leaders Academy (9/19); Administrative Assistant's In-Service Training: Contract Processes (9/18); KIKC PD Session: Creating a Culture of Healthy Opposition: 5 Keys to Managing Conflict (9/11)

TO: Carteret Community College Board of Trustees
FROM: Curtis Gillikin, Director Campus Information Technology
DATE: October 3, 2025
SUBJECT: Board of Trustee October 2025 Meeting

Highlights, Initiatives, and Projects Completed

- Configured Colleague subroutines to more efficiently automate ERP processes
- Provided IT and AV support for the following campus events:
 - Alex Williams Experience
 - NC One Water Collection and Distribution School
 - NC Coastal Counties Fisheries Coalition
 - Carteret County Business Roundtable with site visit from Secretary of State Elaine Marshall
- Refreshed IT equipment at the Leon Mann Jr. Enrichment Center
- Installed surveillance camera at the Public Safety Training Facility on Laurel Rd
- Implemented paging functionality on the VoIP phone system, providing an alternative method for security to broadcast emergency alerts
- Updated and reconfigured Brickfield accessibility tool in Moodle (LMS), creating a more accurate snapshot of WCAG compliance within Moodle courses
- Configured single sign-on (SAML SSO) for DocuSign, creating a more seamless and secure sign-on experience

Ongoing and Upcoming Projects

- Element 451 implementation
- McGee One-Door project IT needs
- Workforce Center for Construction Trades and Technology building IT needs
- IT policy and procedure development
- Deploy new employee laptops to replace aging hardware
- Procure and install surveillance cameras to monitor activity in the Foundation Boatyard
- Replace two aging, publicly accessible cameras overlooking Bogue Sound

IT Help Desk Tickets Resolved in September: 467

TO: Carteret Community College Board of Trustees

FROM: Scott Leahy, Chair - Staff Executive Committee

DATE: 10/1/25

SUBJECT: SEC Meeting notes

The SEC Committee met on 9/12/25 with 22 staff members in attendance. Our goal is to continue to improve attendance and communication.

SEC Leadership shared updates from the Board of Trustees and President's Cabinet meetings.

SEC Chair is collaborating with the FEC Chair, to work on projects which would benefit all employees of Carteret CC and assist with the One College model. Employee Wellness was discussed as a prospective project to address physical and mental health.

The SEC budget was shared and requested proposed ideas to be shared at the next SEC Meeting.

Division updates were shared with all.

Scott

TO: Carteret Community College Board of Trustees
FROM: Andrea Cole, Chair – Faculty Executive Committee
DATE: 10/3/25
SUBJECT: FEC Meeting notes

The Faculty Executive Committee held its most recent meeting on September 12, 2025, with 19 members in attendance. Our goal is to strengthen communication between departments so we can build a more collaborative and unified campus culture through the One Door/ One College model.

Highlights:

- Added a new segment has to our monthly meetings called, “Faculty 2 Faculty: 5-minute Tips and Tricks”. Designed to encourage faculty to share practical tips and tricks to save time and make us more efficient. Purpose of this segment is to promote knowledge sharing across departments, as well as to hopefully increase attendance.
- Working with the SEC Chair to create opportunities to support all Carteret CC employees and promote the one college model. One idea under consideration is an employee wellness project focused on physical and mental health.
- FEC budget was shared with those in attendance, ideas generated, and proposed ideas will be shared at the next FEC Meeting.
- We welcomed Curtis Gillikin, IT director, who shared a draft of an AI policy for the classroom and workplace. Two additional faculty members joined the task force to continue to refine the draft.

TO: Carteret Community College Board of Trustees
FROM: Marley Ward, SGA President
DATE: October 15th, 2025
SUBJECT: Board of Trustees October 15th Meeting

The Student Government Association has had an active and engaging September, working hard to create opportunities for students to connect, engage, and feel supported on campus. Through events, outreach, and student-led initiatives, we continue to focus on fostering a vibrant student community here at Carteret CC.

Recap of Events

Make & Takes and Game Days – Our series of casual, interactive events continue to be a hit. Students enjoy the opportunity to take a break between classes and take part in activities like crafting and light-hearted games.

- **Mario Kart and Mac n Cheese** – This fun event drew a great crowd and created a relaxed space for students to connect and engage with SGA.

2nd Senate Meeting

- We were thrilled to see another strong turnout. We are seeing real growth in student interest in leadership and involvement.

Fall Fest/Pumpkin Palooza

- Our biggest event of the semester. With an attendance of 196 students and 96 faculty/staff members, the day was packed with excitement. Students enjoyed free food provided by our Culinary Arts students and specialty desserts from Baking and Pastry students. Activities included festival games, creative independent stations, guessing game giveaways, and live music. Feedback from attendees was overwhelmingly positive.



Open House

- SGA was proud to attend and represent student life. We connected with many prospective students and their families, bringing strong energy and enthusiasm to the evening.

Love on a Leash



- Love on a Leash (LOAL) is a certified therapy dog program that promotes healing and happiness through animal connection. Students deeply appreciate the comfort and emotional support provided by these therapy dogs. They will return on December 3rd from 11:30am–3pm in the Bryant Student Center Atrium.

Coastal Pregnancy Care Mobile Unit

- The Coastal Pregnancy Center returned to campus to offer free pregnancy tests, STD testing, ultrasounds, and educational resources.

We also had a resource table for Suicide prevention month with resources for the entire month.

Upcoming Events:

- **Kraken Walk** – October 7th, in partnership with Krakens for Conservation, this campus-wide walk raises awareness for environmental responsibility, connecting our student body with sustainability efforts.
- **Candle Making** – October 8th, A relaxing hands-on craft event that promotes wellness and mindfulness through creative expression.
- **N4CSGA Conference** – October 17th-19th, Our SGA delegates will attend the North Carolina Comprehensive Community College Student Government Association (N4CSGA) Fall Conference at Cape Fear Community College. We are especially excited to engage in statewide student leadership development, attend workshops, and connect with other SGA leaders from across the state. It is an honor to represent Carteret CC
- **Game Days**
 - Just Dance – October 23rd, Students will come together in the Student Center for music, movement, and fun during our themed game day.
- **Spirit Week** – October 27th-30th; themes will encourage student participation and campus spirit.
 - **Monday:** Halloween Pajama Day
 - **Tuesday:** Wacky Socks and Hats Day
 - **Wednesday:** Wayback Wednesday
 - **Thursday:** Costume Day
- **Trunk or Treat** – October 30th from 5:30 pm – 7:30 pm, This large-scale, family friendly event is open to students, employees, and the local community. We will have decorated car trunk, candy, a bounce house, food trucks, campus org booths, and more, creating a safe and festive Halloween celebration.



- **October Awareness Resource Table** – We have set up a rotating awareness display outside the Student Life Office with information and resources for both Breast Cancer Awareness Month and Domestic Violence Awareness Month. These tables will remain available all month.

Closing Note

The SGA is proud of the growth, connection, and energy we have cultivated so far this semester. Through every event, we aim to foster belonging, leadership, development, and campus pride. As we move further into fall, we are excited to continue building meaningful, memorable experiences that help students engage with each other and their campus community in lasting ways.