



TO: All Members of the Board of Trustees  
 FROM: Dr. Wrenn Johnson, Chair, and Dr. Tracy Mancini, President and Secretary  
 SUBJECT: Board Meeting: Wednesday, September 10, 2025, at 9:00 a.m., McGee Boardroom

| AGENDA |   |                                                                                                                                                                                                                                                                                                                                 |                                                                               |
|--------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| I.     | * | <b>CALL TO ORDER</b><br>A. Ethics Statement                                                                                                                                                                                                                                                                                     | Chair Wrenn Johnson                                                           |
| II.    |   | <b>FOUNDATION CHECK PRESENTATION</b><br>A. Culinary Students                                                                                                                                                                                                                                                                    | Chair Johnson                                                                 |
| III.   | * | <b>APPROVAL OF AGENDA</b>                                                                                                                                                                                                                                                                                                       | Chair Johnson                                                                 |
| IV.    | * | <b>APPROVAL OF MINUTES</b> (August 13, 2025, <a href="#">Attachment 1</a> )                                                                                                                                                                                                                                                     | Chair Johnson                                                                 |
| V.     |   | <b>CHAIR COMMENTS</b>                                                                                                                                                                                                                                                                                                           | Chair Johnson                                                                 |
| VI.    |   | <b>PRESENTATION</b><br>A. Foundation                                                                                                                                                                                                                                                                                            | Chair Johnson<br>Ms. Brenda Reash                                             |
| VII.   |   | <b>NEW BUSINESS</b><br>A. First Read Policy Revisions<br>3.9, 3.14, 3.15 Student Policies<br>4.5 Accreditation Decisions of Other Agencies<br>5.14 Social Media Policy<br>6.5 Sustainable Workplace Policy                                                                                                                      | Chair Johnson,<br>Dr. Mancini                                                 |
| VIII.  |   | <b>COMMITTEE REPORTS</b><br>A. Buildings and Grounds<br>* <b>1. CMAST Exterior Landscaping</b><br>* <b>2. Howard Building Exterior</b><br>3. Dental Assisting Update<br>4. Workforce Center Update<br>B. Personnel, Policies & Bylaws                                                                                           | Chair Johnson<br>Trustee Bill Henderson<br><br>Trustee Penny Hooper           |
| IX.    |   | <b>OTHER REPORTS</b><br>A. Foundation Liaison<br>B. President's and Executive Leadership Council Reports.<br>(Attachments <a href="#">2</a> , <a href="#">3</a> , <a href="#">4</a> , <a href="#">5</a> , <a href="#">6</a> , <a href="#">7</a> , <a href="#">8</a> , <a href="#">9</a> , <a href="#">10</a> )<br>C. SGA Report | Chair Johnson<br>Trustee Mort Congleton<br>Dr. Mancini<br><br>Ms. Marley Ward |
| X.     |   | <b>BOARD COMMENTS</b>                                                                                                                                                                                                                                                                                                           | Chair Johnson, Trustees                                                       |
| XI.    | * | <b>ADJOURNMENT</b>                                                                                                                                                                                                                                                                                                              | Chair Johnson                                                                 |

\*Indicates Item for Action

| DATE               | EVENT                                   | TIME      | LOCATION                                         |
|--------------------|-----------------------------------------|-----------|--------------------------------------------------|
| September 12, 2025 | The Alex Williams Experience            | 7:00 p.m. | Joslyn Hall                                      |
| September 23, 2025 | Escoffier Dinner                        | 5:30 p.m. | HCAC                                             |
| October 3, 2025    | 30 <sup>th</sup> Annual Golf Tournament |           | Crystal Coast Country Club,<br>Pine Knoll Shores |
| November 6-8, 2025 | Crystal Coast Wine Expo                 |           | HCAC                                             |



**Attachment 1**

**CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES**

**MINUTES OF MEETING**

**August 13, 2025**

**I. CALL TO ORDER**

Following proper public notification, Vice Chair Wrenn Johnson called the Carteret Community College Board of Trustees meeting to order at 9:00 a.m. on August 13, 2025, at the Foundation Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

**Trustees Present**

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

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

**SGA Present**

Ms. Marley Ward, 2025-2026 SGA President

**Administration and Staff Present**

|                         |                                                                        |
|-------------------------|------------------------------------------------------------------------|
| Dr. Tracy Mancini       | President                                                              |
| Dr. Maggie Brown        | Vice President, Instruction & Student Support                          |
| Mr. Perry Harker        | Vice President, WCE                                                    |
| 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                                |
| Mr. Clay Bochnovic      | Chair, Science & Developmental Education                               |
| Mr. Orlando Robinson    | Instructor Biology                                                     |
| Mr. Rashad Thomas       | Reference & Instruction Librarian                                      |
| Ms. Kim Brieze          | Instructor Nursing                                                     |
| Mr. Andrew Parsons      | Instructor Computer Information Technology                             |
| Ms. Caroline Smith      | Youth Career Advisor, WIOA                                             |
| Ms. Sharon Carter-Moore | Coordinator, CarteretWorks                                             |
| Ms. Dee Smith           | Foundation Coordinator, Sponsorship                                    |



### **Guests Present**

Mr. Eddy Ciliendo

CEO, 21CS

Ms. Cheryl Burke

Reporter, Carteret County News-Times

#### **A. Ethics Reminder**

Vice 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**

Vice Chair Johnson welcomed Mr. Eddy Ciliendo, CEO of 21CS. She said 21CS was founded in 1992, and was a leading software developer with locations across the United States, Australia, and Germany. Specializing in the development of mainframe products that ensure data protection while maximizing performance, 21CS creates custom software solutions for mission-critical systems throughout the business and IT sectors.

Vice Chair Johnson said 21CS relocated its headquarters from Boston to Morehead City in 2025. 21CS anticipated the creation of 25 new jobs in Carteret County, while expanding its development, marketing, and technical support operations to provide the company the space and talent needed to continue its rapid growth.

Vice Chair Johnson extended sincere thanks to Mr. Ciliendo and 21CS for their generous sponsorship of the Foundation's Spanish & King Mackerel Tournament, the Annual Golf Tournament, and the Crystal Coast Wine Expo. She said their support plays a vital role in the success of these community events and Mr. Ciliendo's support and leadership were appreciated.

Mr. Ciliendo thanked Vice Chair Johnson and invited any questions. He said the initial goal when coming to Carteret County had been to create 22 to 25 jobs. He said to date 34 positions had been created and he thought that number would be 40 by the end of the year. Mr. Ciliendo said that was a testament to Carteret County. He said he was amazed by the talent found locally. Mr. Ciliendo said it had been a challenging decision to move the 21CS headquarters to Carteret County but so far, the experience had been nothing but great from a talent perspective and from a community perspective. He said the way 21CS had been made welcome by the community was nothing short of amazing.

Vice Chair Johnson thanked Mr. Ciliendo for agreeing to serve as a member of the Foundation's Board of Directors.

Dr. Mancini said the College enjoyed having Mr. Ciliendo at the Big Rock Career Center while he was recruiting and renovating the new 21CS office space. She said she appreciated how he treated College employees, patronized Sweet Beans, and used the walking trails. Dr. Mancini said Mr. Ciliendo became a part of the campus community.



### **III. Acknowledgement of reappointment and swearing in of Trustees Melodie Darden, Catherine Parker and Doug Starcke.**

Vice Chair Johnson congratulated Trustees Darden, Parker and Starcke on their reappointment. She welcomed Mr. Ken Raper, Clerk of the Superior Court, who administered the oath of office to the College's reappointed trustees.

### **IV. NOMINATIONS**

Vice Chair Johnson said during the June 11, 2025, Board of Trustees meeting, the Nominations committee recommended the 2025-2026 slate of officers as follows:

- Chair                                      Trustee Wrenn Johnson
- Vice Chair                                Trustee Doug Brady
- Secretary                                Dr. Tracy Mancini
- Assistant Secretary                Ms. Angela McMahon

Vice Chair Johnson invited any nominations from the floor. There were no other nominations and the slate of officers was accepted as proposed. Mr. Ken Raper carried out the swearing in of Trustee Wrenn Johnson as board chair and Trustee Doug Brady as vice chair.

### **V. RECOGNITION OF MRS. MELODIE DARDEN**

Chair Johnson thanked Mr. Ken Raper and congratulated Vice Chair Brady and Trustees Darden, Parker and Starcke on their appointments. Chair Johnson thanked Trustee Darden for her years of service as board chair and for everything she has done for the College. Chair Johnson reflected on the moment, several years ago, when she had the pleasure of nominating Trustee Darden for chair. She recalled Trustee Darden telling her how much she loved the College and education. Chair Johnson said these sentiments had been demonstrated through Trustee Darden's dedicated service. Trustee Darden said it was a pleasure to serve and expressed her confidence that Chair Johnson would do a great job.

### **VI. APPROVAL OF AGENDA**

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

**Trustee Mort Congleton motioned to approve the August 13, 2025, agenda. Trustee Dee Meshaw seconded the motion. The motion passed unanimously by voice vote.**

### **VII. APPROVAL OF MINUTES**

Chair Johnson presented the June 11, 2025, and July 1, 2025, minutes for approval by the Board.

**Trustee Will Rogers motioned to approve the June 11, 2025, and July 1, 2025, minutes. Trustee Rosa Langston seconded the motion. The motion passed unanimously by voice vote.**

### **VIII. CHAIR COMMENTS**

Chair Johnson said she had no further comments.



## **IX. NEW EMPLOYEES**

Chair Johnson invited Dr. Maggie Brown and Mr. Perry Harker to introduce new employees. Dr. Brown recognized Mr. Clay Bochnovic, Chair, Science & Developmental Education, to introduce Mr. Orlando Robinson, Biology Instructor. Mr. Bochnovic welcome Mr. Robinson. Mr Robinson said he began teaching as an adjunct in 2012, and spent the last 12 years at Central Carolina Technical College in South Carolina. He said he was a native of North Carolina and was very happy to join the College, considering himself to be home.

Dr. Brown introduced Mr. Rashad Thomas, Reference & Instruction Librarian. Mr. Thomas said he was originally from New Bern, NC. He said he worked in the Craven County Public School system before joining the College.

Dr. Brown introduced Ms. Kim Briese, Nursing Instructor. Ms. Briese said she had been a nurse for 23 years and had teaching experience at both Craven and James Sprunt Community Colleges.

Dr. Brown introduced Mr. Andrew Parsons, Computer Information Technology Instructor. Mr. Parsons, a retired marine, said he had 28 years' experience in information technology and came to the College from Marine Corps Special Operations Command. Mr. Parsons said the Marine Corps posted him at Cherry Point, where he met his wife and has remained.

Mr. Harker introduced Ms. Caroline Smith, WIOA Youth Career Advisor. Ms. Smith said she was born and raised in Carteret County and attended the College before going on to complete a Bachelor's degree in Education. Ms. Smith said she worked in the Carteret County Public School system before joining the College.

Mr. Harker introduced Ms. Sharon Carter-Moore, Coordinator, Carteret Works. Mr. Harker said the position was funded through a Golden LEAF grant. Ms. Carter-Moore said she had over 15 years' experience in education, including classroom teaching experience. Ms. Carter-Moore said she was a native of North Carolina and very excited about her new role and to be at the College.

Chair Johnson welcomed Ms. Marley Ward, 2025-2026 SGA President. Ms. Ward said a few words about herself and said she was excited about the SGA and to meet the trustees. Trustee Rogers asked if the SGA communicated with students via text. Ms. Okun said not currently but when Element 451 becomes fully operational, communication to current students could be via text. Ms. Ward spoke about planned SGA welcome activities in the Bryant Student Center and invited trustees to attend if they are able.

## **X. PRESENTATION**

### **A. Campus Information Technology.**

Mr. Gillikin said he submitted a report in the board packet and would be providing monthly updates.

Mr. Gillikin gave an interesting and informative presentation on the Campus Information Technology department that included information on his team, projects completed, current activities and known future projects. Questions and discussion followed the presentation.

Chair Johnson thanked Mr. Gillikin for his presentation.



Dr. Mancini commented that as cyber security issues had arisen during the last year, Mr. Gillikin had acted promptly and effectively and continued to work closely with the NCCC System Office IT department.

## **XI. NEW BUSINESS**

### **A. 2025-2026 Committee Assignments**

Chair Johnson said committee assignments would remain largely unchanged for the 2025-2026 academic year with the following exceptions: Trustee Melodie Daren would join the Personnel, Policies & Bylaws, and Curriculum & Student Support committees.

Chair Johnson said the Nominations Committee members are elected at the Annual Meeting and typically the committee only holds one meeting a year. She said one trustee must be elected to the committee from each appointing agency. She asked for nominations, one from each appointing agency, including the Board of Education, the Board of Commissioners, the General Assembly (NC House), the General Assembly (NC Senate) and the Governor's Office. Discussion followed. Trustees made nominations as follows:

Trustee Will Rogers from the Board of Education

Trustee Doug Brady from the Carteret County Board of Commissioners

Trustee Catherine Parker from the General Assembly (NC House)

Trustee Kelly Marek from the General Assembly (NC Senate)

Trustee Penny Hooper from the Governor's Office

**Trustee Darden motioned to approve the 2025-2026 Nominations committee as proposed. Trustee Meshaw seconded the motion. The motion passed unanimously by voice vote.**

*After the meeting, Chair Johnson notified Ms. McMahon that she would like Trustee Catherine Parker to be chair of the Nominations committee.*

## **XII. ONGOING BUSINESS**

### **A. Second Read Debt Collection Policy 7.14, Finance Policies 7.1, 7.2, 7.3, 7.4, 7.6, 7.7 & 7.12**

Chair Johnson recognized Mr. Scott Lane to talk about finance policy revisions. Mr. Lane said the policies under review were as presented during the June 11, 2025, board meeting. He said revisions were predominantly grammatical corrections and renumbering of policies after the removal of a duplicate policy rather than substantive changes in policy. He reminded trustees that the proposed change to the Debt Collection Policy did represent a change in methodology, allowing the College to contract with a third-party debt collection agency.

Discussion took place on the types of debt to be collected and trustees concurred these were not debts that gave rise to wage garnishment.

Trustee Brady asked about the Methods of Payment Policy, suggesting that many students did not carry cash or have checks or credit cards but used payment apps to pay bills. He asked if the College should offer alternate methods of payments. Mr. Lane said that methods of payment were mandated by the



NCCC System. Dr. Brown said that many students had Apple Pay and Apple Pay allowed credit card-like payment without handing over a physical credit card.

**Trustee Congleton motioned to approve the revised Finance Policies 7.1, 7.2, 7.3, 7.4, 7.6, 7.7, 7.12, and 7.14. Trustee Darden seconded the motion. The motion passed unanimously by voice vote.**

### **XIII. COMMITTEE REPORTS**

Chair Johnson said no committee meetings had taken place since the last board meeting.

### **XIV. OTHER REPORTS**

#### **A. Foundation Liaison**

Trustee Congleton reminded trustees that the new academic year started July 1, 2025. He said the President and Foundation Director were fundraising for the new Workforce Center. He said trustees had a responsibility to assist them in that process. He asked trustees to consider the “five rights” of giving. He said the key to fundraising success is the right person asking the right person, at the right time, for the right amount, for the right project. He encouraged all trustees to be active in fundraising and said upcoming opportunities included the Escoffier dinners starting on September 23, 2025, and the Foundation golf tournament on October 3, 2025.

Trustee Rogers asked about trustee participation for the 2024-2025 academic year. Ms. Reash said there had been 100% participation from the Foundation Board of Directors but not from the College Board of Trustees. Trustee Rogers asked all trustees to participate, regardless of the size of the contribution.

#### **B. President’s and Executive Leadership Council Reports**

Dr. Mancini thanked Chair Johnson for undertaking the role of chair and for agreeing to speak at the College Leadership Academy. She thanked Trustee Darden for her five years of service as chair. Dr. Mancini welcomed Ms. Ward as the 2025-2026 SGA President and said she was thrilled that Trustees Darden, Parker and Starcke had been reappointed.

Dr. Mancini said today, August 11, 2025, marked the first day of fall classes. She said she and Ms. Victoria Washington, Marketing & Communications Coordinator, had walked around campus earlier that morning and greeted new students. She said she observed high levels of excitement and energy. She said Respiratory Therapy looked to be at capacity and Cosmetology was out in full force. Dr. Mancini said she expected curriculum numbers to be up from last year after several late start classes were accounted for, and to date, WCE enrollments were up 2-3%. She said WCE has done a wonderful job of adding new classes to meet demand. There are 17 students in the HVAC class, and they added 10 additional students for a night section, and the Fire Academy had 17 students enrolled after a successful social media blitz. She said there were 60 students enrolled in the Nurse Aid program, and 10 were in the accelerated program. Students in the accelerated program are employed as apprentices at Carteret Health Care while taking classes at the College.

Dr. Mancini said the SACSCOC Fifth-Year Report would be submitted by September 8, 2025. She said Dr. Brown and her team were finalizing the report. The decennial report was submitted in 2019 for reaffirmation in 2020 and would be due again in 2030. Dr. Mancini said the fifth-year report included



the final report on the Quality Enhancement Plan that was the MAPS center – Mentoring, Advising and Planning for Success. She said the MAPS center had been very successful and had changed the College's approach to advising.

Dr. Mancini said College leadership was monitoring Tropical Storm Erin and Mr. Richard Abell was working closely with the National Weather Service. Dr. Mancini said she and Mr. Abell both serve as members of the Emergency Operations Center (EOC) and attend EOC training.

Dr. Mancini said the College received the second \$3 MM in funds for the Workforce Center from the Office of State Management and submitted a new Form 3-1 to the State Construction Office. On approval from the State Construction Office, the College would enter into a contract with Daniels & Daniels at the previously agreed Guaranteed Maximum Price (GMP). Dr. Mancini said when detailed pricing was in hand, it would be brought to the Buildings and Grounds committee. Dr. Mancini said she anticipated a late fall groundbreaking and a completion date between October and December 2026. She said if there was no delay in ordering the metal building, it should be in place by May 2026.

Dr. Mancini said she was grateful to the County Commissioners for funding \$1 MM for the next phase of the McGee One Door renovations and thanked Trustee Congleton for serving on the Design Selection committee. Dr. Mancini said One Door Phase III should start between late fall 2025 and early spring 2026 and be completed by fall 2026. She encouraged trustees to visit the McGee building and inspect the completed Phase II.

Dr. Mancini said new windows were currently being installed at the back of the McGee building and insulation was being added between levels one and two. Infrastructure around the window spaces was being replaced to prevent condensation and leaks. She said the sewer lift station was being moved to an exterior location. Dr. Mancini said landscaping technology was now in-house. She complimented the grounds crew on a job well done.

Dr. Mancini said an organizational restructuring was underway under which there would be nine clearly defined instructional divisions each combining curriculum and WCE. She said the divisions would have leaders who had a clear understanding of both curriculum and workforce continuing education programs. She said in looking at Health Sciences, the restructuring took out Cosmetology and Esthetics to form a stand-alone Spa Services division. EMS was also taken out of Health Sciences and becomes part of a Public Safety division including curriculum Basic Law Enforcement, the Criminal Justice Program and EMS, and the WCE Fire Academy and the Paramedic Program. Amy Snider-Wells will be the director of the Public Safety division. A student who wants to go into public safety can now contact a single division. Dr. Mancini said the changes will allow the College to be more student-centered. She recognized Mr. Scott Leahy as the new division leader for the Maritime Trades Programs, overseeing all maritime programs whether curriculum or WCE. She said the restructuring has allowed the College to promote strong division chairs and directors into division leader positions.

Dr. Mancini said Ms. Okun was reorganizing the website to reflect the restructuring and the divisions and respective division leaders would be as follows:

Aquaculture Technology  
Business and Commercial Enterprises  
College Transfer and Teacher Preparation  
Health Sciences

Mr. David Cerino  
Mrs. Nicole Thompson  
Mrs. Doree Hill  
Mrs. Laurie Freshwater



Culinary, Horticulture, and Special Populations  
Marine Trades  
Industry and Trades  
Public Safety  
Spa Services

Mrs. Shana Olmstead  
Mr. Scott Leahy  
Mr. Rick McCormac  
Mrs. Amy Snider-Wells  
Ms. Sharell Allen

Dr. Mancini said Mr. Rick McCormac recently informed leadership that he would be leaving the College, and the process to replace him has been initiated. Dr. Mancini said the restructuring is internal and students should not be aware of the changes other than receiving improved service.

Chair Johnson thanked Dr. Mancini and recognized Mr. Scott Leahy, SEC Chair, to present the SEC report.

#### **C. SEC Report**

Mr. Leahy said the role of the Staff Executive Committee (SEC) was to represent all non-teaching staff on matters of general concern and advise the President's Cabinet on matters affecting staff welfare, development, and governance. He said the SEC serves as a pipeline between the staff and the President and vice versa. Mr. Leahy said he was elected by members as chair, Ms. Merianne Grigoricuic as co-chair and Ms. Janet Peterson as secretary. He said the SEC shares all documents on a TEAMS page and this year's committee goals include promoting effective communication and improving overall participation in the SEC.

Chair Johnson thanked Mr. Leahy for addressing the board.

#### **XV. ANNUAL PUBLIC FORUM**

Ms. McMahon said no applications had been received to address the Board at the Annual Public Forum.

Chair Johnson invited Board comments.

#### **XVI. BOARD COMMENTS**

Trustee Henderson thanked Trustee Darden for her service as board chair. He said he had served on many boards and her leadership made her one of the best chairs he had served under. He said she always gave 100% and her communication was outstanding.

Trustee Congleton said it had been quite a year and he was pleased to say he was now cancer-free.

Trustee Marek said it was a great first meeting for the school year. She thanked Mr. Gillikin for his presentation and said he and his team do a phenomenal job.

Trustee Meshaw said she agreed with prior comments. She said she was looking forward to the new year. Trustee Meshaw said she agreed with Trustee Henderson that Trustee Darden had been a great board chair. She welcomed all students back to College and wished them a successful semester.

Trustee Parker said she was excited to start the new year and was glad to have been reappointed to the board. She said it was great to see all the activity going on and students back on campus. She thanked Trustee Darden for all that she did for the College. She congratulated Trustee Congleton on his diagnosis. She thanked faculty and staff for all they do to make the College one of the best in the state.



Trustee Langston said she was glad to be back on campus and said it had been a great meeting. She said she was very glad to hear of active internships. She said the board was very fortunate to have Trustee Darden.

Trustee Rogers said he enjoyed meeting new employees and is always impressed when new staff members express their gratitude for being at the College. He thanked Trustee Darden for her service.

Ms. Ward thanked trustees for having her at the meeting.

Trustee Hooper thanked Trustee Darden for her service and complimented Dr. Mancini on her vision in combining curriculum and WCE programs, heralding the course of action as student-centered. She thanked Mr. Gillikin and said she didn't know how he and the IT department achieved all that they do.

Trustee Brady thanked Trustee Darden for her dedication and commitment. He congratulated Trustee Congleton. He said it was great to be back on campus, and he congratulated the board re-appointees.

Trustee Darden thanked Mr. Gillikin for his presentation and all the work he does. She thanked everyone for their kind words and said she would always be available to help Chair Johnson. She said she listened to podcasts and recently started hearing advertisements for the College and thought it was excellent. Ms. Okun confirmed rotating ads were being broadcast.

Chair Johnson thanked all in attendance. She thanked Mr. Gillikin for a great presentation and thanked Mr. Leahy for his words. She said she thought the boat yard looked good and she has seen people using the walking trails. She said she visited the fishing tournament this year and thought it was a great event. She complimented Ms. Reash for orchestrating the event and for everything that she does for the College.

## **XVII. ADJOURNMENT**

**There being no further business, Trustee Darden motioned to adjourn at 10:32 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  
August 22, 2025

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Dr. Wrenn Johnson, Chair of the Board of Trustees

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Date

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

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Date

[Return to Agenda](#)

**TO:** Carteret Community College Board of Trustees  
**FROM:** Dr. Tracy Mancini, President  
**DATE:** September 5, 2025  
**SUBJECT:** Board of Trustees September 10, 2025, Meeting



The marsh grasses are beginning to take on a golden hue, and the humidity is decreasing as we slide into autumn. There has been great energy on campus this semester, with full parking lots and classrooms and **four new student clubs**, including the Veteran Students club, Art Careers club, Mental Health club, and a revived Computer Science/IT club. All of our student clubs were featured at a well-attended

Clubs and Grub event planned by the SGA and Student Life Coordinator Kristian Jenkins. Many thanks to the faculty and staff members who serve as club advisors and make a difference by providing **engagement opportunities** for all students. Students who are engaged and involved have a better likelihood of success, so these efforts add to our positive student outcomes.



Speaking of positive student outcomes, Carteret Community College is proud to have been recognized by **SmartAsset** as **#15 of 585** on their annual list of best community colleges in the nation. This marks the fifth time in six years that Carteret CC is in the top 15. The ranking is based on completion, student:faculty ratio, and affordability. The study rated Carteret CC #9 of the 58 community colleges in North Carolina. Recognition like the SmartAsset ranking affirms the dedication of our faculty and staff in providing excellent education, training, and services to students. It is also a testament to our Board of Trustees for keeping student fees as low as possible and our North Carolina General Assembly for keeping tuition affordable for all learners. You may read more at <https://smartasset.com/data-studies/best-community-colleges-2025>.

The second cohort of the College's **Emerging Leaders Academy** met for the first time on August 28. Eleven employees are embarking on a yearlong program to learn more about community college leadership and ways to be leaders both where they are and where they aspire to be. Sr. Director of Human Resources Amanda Bryant and I are facilitating the Academy. Participants started with an assessment based on the American Association of Community Colleges' "Competencies for Community College Leaders." Thank you to Board Chair **Dr. Wrenn Johnson** for speaking with the group about her book *The Path to Success Is Yours: A Journey from Adversity to Empowerment* and for sharing wisdom gleaned from her years of leadership in public safety and business.



The non-partisan Carteret County League of Women Voters will hold their annual **voter registration drive** at the College September 15 – 18, in conjunction with National Voter Registration Day (September 16). We are delighted that the League recognized Carteret CC's **Amanda Bryant** as one of their Women in Excellence recipients at their August 21 event.

Carteret CC submitted our **"Fifth-Year Report"** to our institutional accreditor, SACSCOC at the end of August. Many thanks to VP Dr. Maggie Brown and Sr. Director of Institutional Research and Effectiveness Jonathan Tyndall for their work on this comprehensive undertaking. They and many other faculty and staff members from the college worked tirelessly to write narratives and provide evidence to document how Carteret CC meets the principles of accreditation. We will receive feedback on the report in December or January. Our next decennial reaffirmation of accreditation will be due in 2030.

A special shout-out to our Workforce Continuing Education programs on their summer enrollments. As VP Perry Harker's report notes, **WCE enrollments grew 37%** from summer 2024 to summer 2025! By offering short-term training programs that meet local business and industry needs, Carteret CC is helping to get people better skills, better jobs, and brighter futures.

**TO:** Carteret Community College Board of Trustees  
**FROM:** Maggie Brown, Vice President of Instruction and Student Support  
**DATE:** 09/02/25  
**SUBJECT:** Board of Trustee 09/10/2025 Meeting

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- The latest cohort of Basic Law Enforcement students will graduate from the program on September 10<sup>th</sup> at 6pm in Joslyn Hall.
- We are in monthly meetings with CCPS to plan for providing access to development math and English courses to high school students who test below grade level as juniors and seniors. Legislation was recently passed to move this remediation from the high schools to the community colleges through a new Career and College Promise (CCP) pathway. These courses will be available to high school students in the Spring 2026 semester to ensure that students who take advantage of the courses are ready to take credit bearing math and English courses at the college level upon high school graduation.
- Our campus is hard at work with training and assistance for our instructional areas to meet the Web Content Accessibility Guidelines (WCAG) by the Federally mandated April 2026 deadline. The primary focus areas of WCAG are to make all online content perceivable, operable, understandable, and robust.
- All 10<sup>th</sup> graders in Carteret County Public Schools will be visiting our campus for tours this month on the 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>. This is an important visit as most students will become eligible for CCP pathways during their 10<sup>th</sup> and 11<sup>th</sup> grade years. Middle School Manufacturing Day will be hosted on our campus 9/26. Our Admissions team does an excellent job of engaging students during these tours and explaining all of the opportunities Carteret CC has to offer.
- Come out and support our chapter of Phi Theta Kappa's annual yard sale on Saturday, September 27<sup>th</sup> in the McGee parking lot. Proceeds will fund PTK student participation in regional and state meetings.
- On September 30<sup>th</sup>, our campus will be busy! Our annual Fall Festival for currently enrolled students will be held from 11am-1pm. From 4pm-7pm, our campus will host an Open House for the public with free food and treats, tours of all instructional areas, and application and financial aid assistance. We hope this will be an opportunity for those who have not visited our campus to come see the programs and assistance we have to offer.
- Finally, our Fifth-Year Interim report for our SACS COC accreditation was submitted 8/28/25. It is scheduled for review in November. Our next steps will be the streamlined process of getting approval from the Federal Department of Education to apply for candidacy with a new accreditor, the switch from SACS COC is required by North Carolina legislation. The NCCCS as a whole seems to be favoring the Higher Learning Commission for the next accreditation cycles.

**TO:** Carteret Community College Board of Trustees  
**FROM:** Perry Harker  
**DATE:** 9/2/2025  
**SUBJECT:** Workforce and Continuing Education September Board Report

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College and Career Readiness (CCR) welcomed seven new High School Equivalency students during our August 5 orientation, and they have begun work on earning their GED. In addition, thirty-nine Adult High School students were welcomed to the campus on August 23.

On August 14, ten High School Equivalency graduates were honored at the Carteret Correctional Facility graduation.

College and Career Readiness is excited to be partnering with Camp Albemarle to offer our Adult Basic Education students an opportunity to visit the camp, where they will participate in fun outdoor learning opportunities.

Criminal Justice Workforce Continuing Education training continues to collaborate with community partners and host requested training sessions. We are currently hosting a Detention Officer's Certification class, which has attracted several students from outside the county, including two students from Currituck, NC. We are collaborating with the North Carolina Department of Public Safety (NCDPS) to conduct mental health awareness training in November, which will bring approximately 100 NCDPS employees to our campus.

Fall CNA classes begin with six classes the week after Labor Day. An additional two classes will start in October. The overall total for this semester will be seventy-five students in the CNA 1 & 2 programs. We also started an off-campus Certified Nursing Assistant class at East Carteret High School with nine students. The plan is to offer this class in the fall and spring semesters going forward.

Rhonda Piner, Chair of the CNA Program, has been selected to participate in the 2025 North Carolina Career and Technical Education (NCACTE) Leadership Fellows Program. Ms. Piner will be participating in training throughout the coming year. This will expose her to NCACTE leaders and allow her to participate in initiatives to support CTE programs for the state.

Carteret Community College was awarded \$225,000 in funding by the North Carolina Department of Adult Corrections as the Intermediary Agency to create and support a Carteret-Onslow Re-entry Council, which will assist justice-involved individuals living in the local communities. This funding will support a full-time Program Manager and two part-time Case Managers. Funds are provided to assist justice-involved students with support services and training. The grant is funded at \$225,000 each year for a period of three years.

The Small Business Center welcomed a new part-time administrative assistant, Lyndzie Osteen, in August. On September 25<sup>th</sup> and 26<sup>th</sup>, Secretary of State Elaine Marshall will visit Carteret County and will attend the Small Business Center Roundtable to discuss how the state supports small business development.



Workforce Continuing Education had a strong summer enrollment semester. We experienced a 37% growth in enrollment and FTEs. Kudos to the WCE staff for the commitment to serving students and our local employers.

We are partnering with North Carolina One Water to host the Coastal Collection and Distribution Certification School from September 8 – 12, 2025. We are one of two NC community colleges partnering with the association to offer certification training for those working in the wastewater and water industries. We anticipate more than two hundred students in attendance.

A requirement of the Workforce Continuing Education internal accountability plan is to report a summary of the internal audit results to the Board of Trustees. For summer 2025, all staff exceeded the required visitation percentages and found classes meeting as scheduled with good attendance.

Class enrollments in our trades are holding steady. We have seventeen students enrolled in our evening HVAC class. Additionally, we added an HVAC class for an employer from Onslow County, with ten of their employees enrolled.

[Return to Agenda](#)

**TO:** Carteret Community College Board of Trustees  
**FROM:** Scott Lane, Vice President of Finance & Administrative Services  
**DATE:** September 2, 2025  
**SUBJECT:** Board of Trustees September 10, 2025 Meeting

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## Finance & Administration Highlights

- The Business Office is now set up to have Direct Deposit as an option for students to receive their Financial Aid refunds. This will expedite getting refunds to our students and make the refund process more efficient for our Business Office and Financial Aid staff.
- The College held its second Fall Semester “Third Week Emergency Preparedness” August 25-28. Faculty, staff and students received emails during the week on the following topics: Monday – Emergency Communications; Tuesday – Fire Safety; Wednesday – Campus Safety; Thursday – Weather Safety. In addition, Fire Drills and Shelter-in-Place Drills were coordinated by our Security Department with the assistance of our Operations & Facility and IT staff. These drills took place on Tuesday and Wednesday of “Third Week” in multiple buildings on campus.
- The Grants Coordinator, in collaboration with our Boat Building Program Chair, Dean of Business & Commercial Enterprises, and Director of Marine Trades, are set to submit an NSF-ATE (National Science Foundation Advanced Technological Education) grant. The team has been working with NC Stem East & Mentor Connect to strengthen our application. If received, the College will receive approximately \$475,000 to advance the curriculum of our Boat Building Program and would set the College up to potentially be awarded future NSF-ATE grants.

## Financial Aid & Veterans Services

- Throughout the month, our team has remained focused on our core responsibilities, including processing financial aid awards, managing both internal and external scholarships, and ensuring the timely certification of benefits for our veteran students.
- The Financial Aid Office underwent a VA Compliance Review during the last week of August and will be notified of the results of the audit within the next 30 days.
- The Financial Aid Office moved into its new home with the completion of McGee One Door Phase 2.
- The Assistant Director of Financial Aid is working with the NC Reconnect Program through the Belk Center Endowment to ensure students have the necessary resources and support to complete their classes.
- The Assistant Director of Financial has been working with Element 451 team to make the Financial Aid Appeal process easier for our students.
- The Financial Aid office welcomed a new part-time employee, Angela Yates, who is filling the role of the vacant Financial Aid Coordinator position.

## Athletics

- The College is currently awaiting the NJCAA’s decision on its membership application, which is expected to be voted on by the NJCAA Board of Regents in October. We anticipate being approved as a member and beginning Year 0 immediately, which will allow the College to start competition in the fall of 2026.



## Budget

- The College is awaiting passage of a State Budget by the NC Legislature. Until that occurs, the College is operating under budget continuation provisions using last fiscal year's budget.
- \$862,796 in Categorical funds were provided to the College by the NCCCS in August. These included carryforwards for the High-Cost Health Care Workforce Start-Up programs of Dental Assisting and Surgical Technology, Construction Training, Title II AEFLA Section 231 Adult Basic Education, Title II Section 225 Corrections Education, Apprenticeship Expansion, Short-Term Workforce Development Program, and Finish Line Grant.

| STATE BUDGET SUMMARY             |                  |                           |                  |                      |
|----------------------------------|------------------|---------------------------|------------------|----------------------|
| <i>As of 8-31-25</i>             | Annual Budget    | Year-to-Date Expenditures | Remaining Budget | % of Budget Expended |
| Institutional Support            | -                | \$638,622                 | -                | -                    |
| Curriculum Instruction           | -                | \$1,247,491               | -                | -                    |
| Workforce & Continuing Education | \$831,290        | \$284,972                 | -                | -                    |
| Academic Support                 | -                | \$183,937                 | -                | -                    |
| Student Support                  | \$31,506         | \$166,990                 | -                | -                    |
| Capital Outlay                   | -                | \$5,456                   | -                | -                    |
| <b>Totals</b>                    | <b>\$862,796</b> | <b>\$2,527,468</b>        | <b>-</b>         | <b>-</b>             |

| COUNTY BUDGET SUMMARY |                    |                           |                    |                      |
|-----------------------|--------------------|---------------------------|--------------------|----------------------|
| <i>As of 8-31-25</i>  | Annual Budget      | Year-to-Date Expenditures | Remaining Budget   | % of Budget Expended |
| Institutional Support | \$576,007          | \$145,978                 | \$430,029          | 25.3%                |
| Plant Operations      | \$3,023,993        | \$541,133                 | \$2,482,860        | 17.9%                |
| Capital Outlay        | \$1,750,000        | \$127,053                 | \$1,622,947        | 7.3%                 |
| <b>Totals</b>         | <b>\$5,350,000</b> | <b>\$814,164</b>          | <b>\$4,535,836</b> | <b>15.2%</b>         |

| INSTITUTIONAL BUDGET SUMMARY     |                     |                           |                    |                      |
|----------------------------------|---------------------|---------------------------|--------------------|----------------------|
| <i>As of 8-31-25</i>             | Annual Budget       | Year-to-Date Expenditures | Remaining Budget   | % of Budget Expended |
| Institutional Support            | \$36,927            | \$3,800                   | \$33,127           | 10.3%                |
| Curriculum Instruction           | \$409,554           | \$128,804                 | \$280,750          | 31.4%                |
| Workforce & Continuing Education | \$233,907           | \$34,559                  | \$199,348          | 14.8%                |
| Academic Support                 | \$24,977            | \$27,826                  | -\$2,849           | 111.4%               |
| Student Support                  | \$299,530           | \$121,272                 | \$178,258          | 40.5%                |
| Plant Operations                 | -                   | \$445                     | -                  | -                    |
| Proprietary                      | -                   | \$30,569                  | -                  | -                    |
| Student Aid                      | \$3,800,000         | \$626,086                 | \$3,173,914        | 16.5%                |
| Capital Outlay                   | \$6,000,000         | \$213,912                 | \$5,786,088        | 3.6%                 |
| <b>Totals</b>                    | <b>\$10,804,895</b> | <b>\$1,187,273</b>        | <b>\$9,648,636</b> | <b>11.0%</b>         |

## Emergency Preparedness and Security

- Meetings Attended
  - Employee Meeting
  - Workforce Building Planning Meeting
  - College Event Committee Meeting

- Camera Vendor Meeting
- Storm Team Meeting
- Alex Williams Experience Layout Meeting
- Other
  - Attended Change of Command Ceremony at Marine Corp Air Station Cherry Point
  - Participated in 3 weather webinars with the National Weather Service for Hurricane Erin
  - Safety Overview for 4 ACA Classes, Radiography Students, Medical Assisting Students

## Grants

| <b><i>Carteret CC's Grants Portfolio* - Aug. '25</i></b>                                                                                                                                                                                                                                                                                                                                                    |                          |                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------|
| <b>Program / Project</b>                                                                                                                                                                                                                                                                                                                                                                                    | <b>Total Submissions</b> | <b>Award Outcome</b>        |
| <i>Aquaculture</i>                                                                                                                                                                                                                                                                                                                                                                                          | \$11,073,231             | <b>4 Awards TBD</b>         |
| <i>Outreach Programs / Camps</i>                                                                                                                                                                                                                                                                                                                                                                            | \$5,000                  | <b>1 Award TBD</b>          |
| <i>Cybersecurity</i>                                                                                                                                                                                                                                                                                                                                                                                        | \$237,445                | <b>1 Award TBD</b>          |
| <i>One Door</i>                                                                                                                                                                                                                                                                                                                                                                                             | \$5,000                  | <b>Total Awarded</b>        |
|                                                                                                                                                                                                                                                                                                                                                                                                             |                          | <b>\$5,000</b>              |
| <i>Public Safety</i>                                                                                                                                                                                                                                                                                                                                                                                        | \$27,927                 | <b>1 Award TBD</b>          |
| <i>Workforce Ctr. for Cons. &amp; Transp. Trades</i>                                                                                                                                                                                                                                                                                                                                                        | \$525,000                | <b>2 Awards TBD</b>         |
| <b><i>Aug. '25 Submissions &amp; Awards TBD</i></b>                                                                                                                                                                                                                                                                                                                                                         | <b>\$11,873,603</b>      | <b>9 Awards TBD Overall</b> |
| <i>*The "All Things Boat" project team is assembling a \$475k grant package to be submitted for the National Science Foundation - Advanced Technological Education program for Boat Manufacturing &amp; Services Technology. If awarded, this grant will provide a <b>watershed</b> of funding opportunities over the next several yrs. in CTE programs. The submission date is set for late Sept. '25.</i> |                          |                             |

**TO:** Carteret Community College Board of Trustees  
**FROM:** Cindi Goodwin Sr. Director, Operations and Facilities  
**DATE:** Sept. 2, 2025  
**SUBJECT:** Board of Trustee Meeting September 10, 2025, Facility and Operations Updates

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- Workforce Center for Construction Trades and Transportation Technology:
  - Construction Documents and GMP in process.
- Carteret CC One-Door (McGee Building): PHASE III
  - Construction drawings are in progress with an anticipated bid date of October.
- Summer Projects COMPLETED:
  - Installation of new AV/Technology in classrooms in Wayne West and MARTEC.
  - Installed operating room lights in simulation space, Wayne West.
  - Updated building numbering, first floor McGee.
  - Updated chiller for Joslyn Hall.
  - FEMA Projects
    - Replaced windows in McGee first and second floor.
    - Repaired building envelope on first and second floor at window replacement area.
- FALL Projects
  - Foundation building HVAC remediation.
  - Re-key Smith Building to Master Lock system.
  - McGee Pump Station relocation (deferred maintenance project).
- O&F Team:
  - End of Summer team meeting and Celebration was held August 21.
  - Fall Safety Training for all Custodial and Maintenance has begun.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Brenda Reash, Executive Director Foundation  
**DATE:** August 27, 2025  
**SUBJECT:** Board of Trustee September 10, 2025, Meeting Date

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**Annual Fund Participation – July 1 begins a new fiscal year.**

- Board of Trustees – 8%
- Board of Directors – 60%
- Employees – 63% participation last fiscal year, renewal of pledges for the 2025-2026 fiscal year will take place during the Campus Week of Giving in September.

Annual Fund Unrestricted Gifts: \$14,012.62 (38.92% of goal)

Fundraising Revenue: \$121,357.43 (17.09% of goal)

Endowment donations/growth this year-to-date: \$1,670

**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.

- Attended a private event hosted by Ernest Flowers & Designs.
- Staff collaborated with the Carteret County League of Women Voters and managed the bar for that organization's annual event Women in Excellence.
- Helped to schedule a college pick up at the ENC Food Bank for the start for the fall semester.
- Staff attended a College Employee Meeting
- Betsy Gilcrest organized the first meeting of the Alumni Advisory Board. Foundation staff attended with volunteers who agreed to serve on the committee. The first Alumni Social will be held immediately before the Alex William Experience on September 12<sup>th</sup>
- Staff attended the Coastal Federations Green Drinks Kickoff.
- Audit for the 2024-2025 Fiscal Year has begun, the onsite visit will be postponed until the Foundation building repairs are completed.

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

- Escoffier Dinners – tickets are live! [Escoffier 2025](#)  
September 23<sup>rd</sup>, December 2<sup>nd</sup>, January 27<sup>th</sup>, February 24<sup>th</sup>
- Alex Williams Experience, September 12<sup>th</sup> – a fun night of live music in Joslyn Hall, we will also host our first Alumni Social Hour, tickets \$10 each: [Alex Williams Experience](#)
- 30<sup>th</sup> Annual Golf Tournament, October 3<sup>rd</sup> – please register teams \$600 per team: [2025 Golf Tournament](#)
- Life Enrichment Classes link to register: [Life Enrichment - Carteret Community College](#)

**TO:** Carteret Community College Board of Trustees

**FROM:** Amanda Bryant, HR Director

**DATE:** August 31, 2025

**SUBJECT:** Board of Trustee September 2025 Meeting

### Recruiting/Hiring\*

| Position                        | Replacing     | Status                                                          |
|---------------------------------|---------------|-----------------------------------------------------------------|
| Education Navigator             | New (grant)   | Interviews 5/6; position on hold                                |
| Academic Support Specialist     | Kate Blauvelt | Interviews 8/20; 2 <sup>nd</sup> interviews 8/26; offer pending |
| Chair, Dental Assisting         | New/Reposted  | 2 <sup>nd</sup> interview pending                               |
| Re-entry Specialist             | New (grant)   | Henry Terrell (internal) 8/25/25                                |
| BLET Qualified Assistant (PP/T) | New           | Posted 8/22, closes 8/27                                        |
| Director, Trades & Industry     | Rick McCormac | Posting closes 8/29                                             |

\*Excludes Adjunct part-time, temporary job postings

### Turnover Data:

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

### Employee Headcount and Turnover

| July Payroll Headcount |            | July Turnover | FY26 Turnover | Historical Turnover |
|------------------------|------------|---------------|---------------|---------------------|
| F/T Perm Faculty       | 64         | 0.61%         | 2.42%         | FY25: 12.99%        |
| F/T Perm Staff         | 106        |               |               | FY24: 13.75%        |
| P/T Perm Faculty       | 0          |               |               | FY23: 13.11%        |
| P/T Perm Staff         | 1          |               |               | FY22: 16.36%        |
| <b>Total Perm</b>      | <b>171</b> |               |               | FY21: 14.57%        |
| <b>Total Payroll</b>   | <b>250</b> |               |               | FY20: 10.91%        |

### Recent Employee Departures

| Name              | Position                      | Date    |
|-------------------|-------------------------------|---------|
| Latesheca Johnson | Director, Workforce Readiness | 7/31/25 |
| Rick McCormac     | Director, Trades & Industry   | 8/31/25 |

Other Accomplishments: Launched 2<sup>nd</sup> class of Carteret CC's Emerging Leaders Academy (8/28);  
Administrative Assistant's In-Service Training (8/29); Carteret County Women in Excellence recipient

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Curtis Gillikin, Director Campus Information Technology  
**DATE:** September 2, 2025  
**SUBJECT:** Board of Trustee September 2025 Meeting

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#### **Highlights, Initiatives, and Projects Completed**

- Supported student and employee technology needs to ensure a successful start to the Fall semester.
- Collaborated with Tiber Creek Consulting on virtualization environment reconfiguration to improve performance and redundancy.
- Provided technical and audio-visual support for NC Coastal Counties Fisheries Coalition event on August 5<sup>th</sup>.
- Assisted Student Services with the August 6<sup>th</sup> new student orientation, providing login assistance and technical help to Fall semester students.
- Completed FundFive Clarity implementation. Attended implementation project closure meeting with FundFive on August 6<sup>th</sup>. This software is used for budget management.
- Facilitated installation of a new ID printer at the reception desk for creating student and employee ID cards.
- Upgraded virtualization environment to the latest version for enhanced security, performance, and general feature improvements.
- Presented ServiceNow training session on August 29<sup>th</sup> to the college's administrative assistants. This platform is used for submitting IT Help Desk tickets and O&F work orders.
- Completed classroom instructional equipment upgrades, replacing aging projectors with computer connected TVs, in the following classrooms:
  - MARTEC 120
  - BLET Classroom 1 & 2
  - Wayne West 101A, 105A, 105B, 108, 112, 114, 115B, 117, and 302
  - CMAST 410 & 424

#### **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 August: 438**

**TO:** Carteret Community College Board of Trustees  
**FROM:** Marley Ward, SGA President  
**DATE:** August 5<sup>th</sup>, 2025  
**SUBJECT:** Board of Trustees September 10 Meeting

### Welcome Week Recap

Welcome Week was a great success. The SGA engaged with students across campus and handed out school spirit swag to help build a welcoming environment. We hosted several events throughout the week, including themed days like Pizza, Planners and Pens, Ice Cream, Nachos, and Flavored Water Stations. We saw a lot of strong student participation regarding all of these events. They were not only fun but also helped students connect with one another and learn more about available resources on campus.



### First Senate Meeting

Our first Student Senate meeting of the semester had a strong turnout with 25 attendees, including both students and staff. This is a noticeable improvement from previous semesters and reflects growing student engagement and interest in campus leadership.

### SGA Officer Swearing-In

On August 21<sup>st</sup>, our SGA officers were officially sworn in at the Foundation Building. We recited our oaths, signed our official documentation, and were pinned by Dr. Maggie Brown in front of faculty and staff. This moment was meaningful and marked the beginning of our leadership journey for the year.

### ACA Classroom Outreach

SGA members visited ACA classes to introduce ourselves and speak directly to new students about how SGA works, what we do, how to get involved, and where their activity fees go. This was a valuable opportunity to spread awareness and build connections with first-time college students.

## Clubs and Grub

Our Clubs and Grub event was held on August 27<sup>th</sup> and had a fantastic turnout! With an estimated 80-100 students and around 40 faculty and staff members in attendance, the Civic Center was lively and full of energy. I personally spent time around each table and felt warmly welcomed by each club representative and department. This event set a strong tone for club involvement this year.

## New Clubs Formed

We're excited to announce the formation of four new clubs this semester.

- Art Club
- Lift the Mask Club
- Computer Club
- Student Veteran Club



These additions represent diverse interests and identities across our student body and are already generating interest among peers.

## What's Ahead in September

SGA has a full calendar of events lined up for September, including:

- Coastal Pregnancy Care Center Event – September 3<sup>rd</sup>, 11am-1pm (Bryant Student Parking Lot)
  - Free STD and pregnancy testing, limited ultrasounds, and free Chick-fil-A for any visitors that stop by.
- Tie-Dye Make & Take – September 3<sup>rd</sup>, 11am-1pm
- Game Days
  - Corn hole Tournament September 9<sup>th</sup>, 11am-1pm
  - Bingo Bash: September 18<sup>th</sup>, 10am-12pm
- Voter Registration Week – September 15<sup>th</sup>-18<sup>th</sup>
  - In Partnership with local organizations to promote civic engagement and make voter registration easy and accessible
- Fall Fest/Pumpkin Palooza – September 30<sup>th</sup>, 10am-1pm (Civic Center)
  - Large-scale fall celebration with games, food, and community engagement.
- College Open House – September 30<sup>th</sup>, 4pm-7pm
  - Guided tours, financial aid Support, and family-friendly activities, including a bounce house, tacos, pizza, and ice cream.
- September Senate Meeting – September 29<sup>th</sup>, 11am (Room 208 Bryant Building)