



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

AGENDA		
I.	<b>CALL TO ORDER</b> A. Ethics Statement	Chair Melodie Darden
II.	<b>FOUNDATION CHECK PRESENTATION</b> A. Mr. Peter Grills representing The Beaufort Hotel 2025 Presenting Sponsorship of Celebration on the Sound	Chair Darden
III.	* <b>APPROVAL OF AGENDA</b>	Chair Darden
IV.	* <b>APPROVAL OF MINUTES</b> (January 8, 2025, <a href="#">Attachment 1</a> )	Chair Darden
V.	<b>CHAIR REPORT</b>	Chair Darden
VI.	<b>NEW EMPLOYEES &amp; APPOINTMENTS</b> A. Valerie Ealey	Chair Darden Dr. Maggie Brown
VII.	<b>PRESENTATION</b> A. ISS – TRIO	Chair Darden Dr. Maggie Brown Ms. Melanie Reels
VIII.	<b>COMMITTEE REPORTS</b> A. Buildings and Grounds Committee B. Personnel, Policies & Bylaws 1. President’s Evaluation Survey	Chair Darden Trustee Bill Henderson Trustee Penny Hooper
IX.	<b>OTHER REPORTS</b> A. Foundation Liaison B. President’s and Executive Leadership Council Reports (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> , <a href="#">11</a> ) C. FEC Report	Chair Darden Trustee Mort Congleton  Dr. Mancini Mr. Ryan Adrick
X.	<b>BOARD COMMENTS</b>	Chair Darden/Trustees
XI.	* <b>ADJOURNMENT</b>	Chair Darden

\*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
February 25	Escoffier Dinners, click the link below for information and tickets. <a href="#">Fundraising Events - Carteret Community College</a>	5:30 p.m.	Hospitality and Culinary Arts Center
February 28	Fort Macon Lecture	6:30 p.m.	Joslyn Hall
March 19-21	2025 NCACCT Law-Legislative Seminar		Marriott City Center Downtown Raleigh
April 15, 2025	SEI due		



**CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES**

**MINUTES OF MEETING**

**January 8, 2025**

**I. CALL TO ORDER**

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 9:00 a.m. on January 8, 2025, at the Henry J. McGee Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

**Trustees Present**

Mr. Doug Brady	Mrs. Rosa Langston
Mr. Mort Congleton	Mrs. Kelly Marek
Mrs. Melodie Darden, Chair	Mrs. Dee Meshaw
Mr. Bill Henderson	Mrs. Catherine Parker (via Zoom)
Mrs. Penny Hooper	Mr. Will Rogers
Dr. Wrenn Johnson, Vice Chair	Mr. Doug Starcke

**Student Government Association Present**

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

**Administration Present**

Dr. Tracy Mancini	President
Dr. Maggie Brown	Vice President, Instruction & Student Support
Mr. Scott Lane	Vice President, Finance and Administrative Services
Mr. Curtis Gillikin	Director, Campus Information Technology
Mrs. Amanda Bryant	Senior Director, Human Resources
Ms. Logan Okun	Senior Director, Marketing and Public Information
Mr. Richard Abell	Director, Security & Emergency Preparedness
Ms. Brenda Reash	Executive Director, Foundation
Ms. Angela McMahan	Executive Assistant to the President

**College Employees Present**

Mr. Ryan Adrick	FEC Chair
Mr. Nicholas Goodwin	Network & Security Administrator
Mr. Karsten Scott	IT Specialist
Ms. Lori Doneghy	Custodian
Ms. Sherrie Brake	Fund Five Implementation Coordinator
Ms. Antoinette Norris	Cashier



### **Guests Present**

Mrs. Sally Lumpkin  
Mrs. Maggie Chalk  
Ms. Cheryl Burke

Burnette and Chalk  
Reporter, Carteret County News-Times

### **A. Ethics Reminder**

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

## **II. FOUNDATION CHECK PRESENTATION**

### **A. Judge Lee Lumpkin Memorial Scholarship**

Ms. Brenda Reash introduced Mrs. Sally Lumpkin. She said Mrs. Lumpkin had established the Judge Lee Lumpkin Memorial Scholarship to honor the memory of her late husband Judge Lee Lumpkin, whose legacy continues to inspire many in our community. This scholarship will support students enrolled in the Paralegal Technology program at Carteret Community College. With the gift from Mrs. Lumpkin, along with additional donations from family, community, and colleagues, \$55,175 has been raised to date to establish this endowment.

Ms. Reash said Judge Lumpkin taught at Carteret Community College for the Paralegal program from 1999 to 2008, he was a Foundation board member from 2009 to 2017, and together with Mrs. Lumpkin, was a classroom naming donor during the capital campaign for the Hospitality and Culinary Arts Center.

Mrs. Lumpkin thanked the Board for the opportunity to attend the meeting. She said one of Judge Lumpkin's favorite things had been teaching at the College. She said he gave considerable thought to the impact his rulings had on the lives of children involved in cases brought before him. He loved the interactions and experiences he had with students at the College and he followed the careers and activities of many of those students. Mrs. Lumpkin said he appreciated the community at the College and they had the honor of hosting several College events in their home. She said she had been inspired to create the scholarship after learning of the Sue Ellen Leonard scholarship and she applauded Mrs. Carolyn Brady for her endeavors in getting behind the scholarship. She said, after creating the scholarship, she discovered it had been a long-term goal of Judge Lumpkin's to create an endowment at the College. Mrs. Lumpkin said, while Judge Lumpkin discouraged use of the title Judge when addressing him, she hoped naming the award the "Judge Lee Lumpkin Memorial Scholarship" would inspire recipients.

## **III. APPROVAL OF AGENDA**

Chair Darden presented the January 8, 2025, agenda for approval by the Board.

**Trustee Mort Congleton motioned to approve the January 8, 2025, agenda. Trustee Doug Brady seconded the motion. The motion passed unanimously by voice vote.**

## **IV. APPROVAL OF MINUTES**

Chair Darden presented the November 13, 2024, minutes for approval by the Board.



**Trustee Penny Hooper motioned to approve the November 13, 2024, minutes. Trustee Rosa Langston seconded the motion. The motion passed unanimously by voice vote.**

#### **V. CHAIR REPORT**

Chair Darden wished all a happy new year. She said at this time of year she likes to remind trustees of the importance of their roles in nurturing partnerships within the community. She said six trustees attended the Carteret County Chamber of Commerce State of the Community breakfast on November 19, 2024 at the Civic Center. She said President Mancini was one of ten community leaders who presented at the breakfast and she gave an excellent presentation on the programs and successes of the College. Those in attendance were Trustees Brady, Henderson, Hooper, Marek, Rogers and herself. Chair Darden said she highly recommended the annual event. She congratulated Trustee Will Rogers on being named the new Chair of the Carteret County Chamber of Commerce.

Chair Darden said she attended the Big Rock Foundation's annual Day of Giving on December 3, 2024, at the Big Rock Landing with Dr. Mancini and Ms. Brenda Reash. She said the College was awarded \$20,000 for an endowed MARTEC scholarship by the Big Rock Foundation.

Chair Darden thanked Trustee Hooper for attending the Aquaculture Workforce breakfast on December 11, 2024, at the Hospitality & Culinary Arts Center. She thanked the College and Foundation for the holiday gathering hosted at Floyds 1921 on December 18, 2024. Trustees who attended were Trustees Congleton, Henderson, Hooper, Johnson, Langston, Parker, Rogers and herself.

Chair Darden said upcoming events included an Escoffier dinner on January 28, 2025, and several Martin Luther King Day service opportunities.

#### **VI. NEW EMPLOYEES**

Mr. Curtis Gillikin said he was happy to report the IT department was now fully staffed. He introduced Mr. Nicholas Goodwin as the new Network & Security Administrator. He said Mr. Goodwin is a graduate of Carteret Community College and most recently worked in the IT department at Pamlico Community College. Mr. Gillikin also introduced Mr. Karsten Scott as a new IT Specialist. He said Mr. Scott graduated from Campbell University and joined the College after working at Campbell's satellite location in Jacksonville, NC.

Dr. Mancini introduced Ms. Lori Doneghy as a new custodian. She said Ms. Doneghy joined the College with 20 plus years of custodial and service industry experience, gained both while working in the restaurant business and also while running her own cleaning business. Dr. Mancini commented that she had seen Lori's friendly interactions with students in the Wayne West building and was pleased to have her on board.

Mr. Scott Lane introduced Mrs. Sherrie Brake in her new position as Fund Five Implementation Coordinator. Ms. Brake had held the position of Cashier at the College since April 2023. Mr. Lane said that prior to joining the College, Mrs. Brake spent 37 years at Hardees corporate office in Rocky Mount. He added that Mrs. Brake's husband helps out when needed at the boat yard.

Mr. Lane introduced Ms. Antoinette Norris, known within the College as "Miss Toni", as the new Cashier. Prior to joining the College Ms. Norris worked at the Department of Social Services in Beaufort and more recently at Cherry Point in the naval clinic.



Dr. Brown said she had hoped to introduce Ms. Valerie Ealey, the new Administrative Assistant in Applied Sciences but she would now do that at the February meeting.

## **VII. COMMITTEE REPORTS**

### **A. Buildings & Grounds Committee**

Chair Darden invited Trustee Henderson, Chair of the Buildings & Grounds committee, to update trustees on committee activity. Trustee Henderson said the Joint Buildings & Grounds and Finance committee met on January 7, 2025.

#### **1. Burnette Chalk Architects OED agreement renewal**

Trustee Henderson said the open-end design agreement between Carteret Community College and Burnette & Chalk Architecture is due for renewal this month. He acknowledged Mrs. Maggie Chalk's presence and thanked her for being at the meeting. Trustee Henderson said the College can extend the agreement for one year before putting out another RFP.

**Trustee Henderson said the Buildings & Grounds Committee brings a motion to the full board to extend the open-end design agreement between the College and Burnette & Chalk Architecture for an additional year.**

Chair Darden invited any questions or discussion.

**The motion passed unanimously by voice vote.**

#### **2. Consider Modular Unit Transfer**

Trustee Henderson said trustees would recall the County approved the transfer to the College of five modular units previously used the Carteret County Public School system. Four of the five units have been placed, with the final unit remaining at Croatan High School. The committee entertained a proposal from staff to transfer the title for the last mobile unit to the North River Laurel Road Ladies Outreach Committee. The group is working closely with the North Carolina Coastal Federation and Lighthouse Consulting to secure funding for initiatives focused on climate resilience planning and leadership development to strengthen the long-term well-being of the North River and Laurel Road communities. The College will work with the Outreach Committee and its partners to develop a memorandum of understanding that the North River Laurel Road Ladies Outreach Committee, upon transfer of title, will take on all responsibilities, financial and otherwise, for permitting, moving, and setting up the mobile unit by June 30, 2025. Trustee Henderson said Dr. Mancini confirmed that the County is aware of and supports this plan.

**Trustee Henderson said the Buildings and Grounds Committee brings a motion to the full board to authorize the transfer of the fifth mobile unit to the North River Laurel Road Ladies Outreach Committee and authorizes Dr. Mancini and staff to develop an MOU indicating complete transfer of responsibility and a timeline for completing the move.**

Chair Darden invited any questions or discussion. Trustee Hooper complimented the College on identifying and responding to a community need. She said she was aware the North River Laurel Road Ladies Outreach Committee was applying for a multi-million dollar grant for the betterment of the community and to rebuild the community center.



**The motion passed unanimously by voice vote.**

**3. One Door Phase II Contractor/3-1**

The committee heard a report on the bid opening for Phase II of the McGee One-Door Renovation that took place January 7, 2025 at 2:00 pm. Nine contractors expressed interest; six submitted bids; and five attended the opening. The low bid for the project was Berry Building Group from Greenville, with a bid of \$ 637,074.25. The second low bid was from Waters Contracting. Those bids included the base bid and the alternate bid, to include the breakroom. Trustee Henderson said the College will submit a 3 – 1 to the State Board of Community Colleges since the project came in over \$500,000, but with Carteret CC's delegated authority to oversee projects under \$2,000,000, the College can proceed with the project without State Construction Office oversight. The College has funds for this project from its 2024-2025 county capital budget and a donation to the Foundation.

**Trustee Henderson said the Buildings and Grounds Committee brings a motion to the full board to approve moving forward on Phase II of the McGee One Door Project with Berry Building Construction, contingent upon satisfactory reference checks to be made by Smith Sinnett Architecture.**

Chair Darden invited any questions or discussion.

**The motion passed unanimously by voice vote.**

**4. Consider Property Exchange**

Trustee Henderson said the committee entertained a proposal from Dr. Mancini for the College to execute a land swap with the Foundation. The College would exchange its 103 Lockhart Street property, which is contiguous to the Foundation-owned Carteret Tire property, with the Foundation's 142 Banks Street which comprises two contiguous properties on Banks Street through which the walking trail passes. Trustee Henderson shared several slides of the properties. Trustee Henderson said the 142 Banks Street properties appraised at \$290,000 and the 103 Lockhart Street Property appraised at \$215,000. He said future uses of these properties are yet to be determined, but the resulting map reduces the patchwork of ownership and creates two larger, potentially more useful properties. Trustee Henderson said the Foundation board supports the proposal.

**Trustee Henderson said the Building and Grounds Committee brings a motion to the full board to approve moving forward with paperwork for the College to acquire 142 Banks Street (637617222002000 & 6376172211974000), appraised at \$290,000, from the Foundation, in exchange for 103 Lockhart Street (637617129157000), appraised at \$215,000.**

Chair Darden invited any questions or discussion.

**The motion passed unanimously by voice vote.**

**B. Finance Committee**

**1. Foundation Agreement**



Chair Darden invited Trustee Dee Meshaw, Chair of the Finance committee, to update trustees on committee activity. Trustee Meshaw said the Joint Buildings & Grounds and Finance committee met on January 7, 2025. The committee reviewed the existing agreement between Carteret Community College and the Carteret Community College Foundation, which outlines various responsibilities, processes, and relationships between the two entities. The agreement had not been reviewed or updated since 2008. Trustee Meshaw said aside from a number of minor edits to better reflect the actual working relationship between the College and the Foundation, there were no substantive changes. The committee did recommend adding language that the document be reviewed and approved by both parties at least every three years.

**Trustee Meshaw said the Finance Committee brings a motion to the full board to approve the revised agreement between the College and the Foundation, with the minor changes recommended.**

Chair Darden invited any questions or discussion.

**The motion passed unanimously by voice vote.**

### **C. Personnel, Policies & Bylaws**

#### **1. Barwick award**

Trustee Hooper advised trustees that the application for the 2025 Dr. Joseph T. Barwick Civic Award was now open. She encouraged all to consider suitable nominees. She confirmed the deadline to submit a nomination is February 28, 2025.

Trustee Henderson asked if the committee reaches out to prior nominators. Trustee Hooper said all who submit a nomination are sent a thank you letter and are asked to consider participating in subsequent year awards. Trustee Hooper confirmed the award is presented during the College's Annual Awards Ceremony in May.

### **D. Curriculum and Student Support**

Chair Darden invited Trustee Langston, Chair of the Curriculum and Student Support committee, to update trustees on committee activity. Trustee Langston said the committee met on December 4, 2024.

#### **1. Termination of C55400 Manicuring/Nail Technology**

Trustee Langston said the committee heard a recommendation from the College to terminate the C55400 Manicuring/Nail Technology curriculum program and offer the program through Workforce Continuing Education (WCE). She noted the curriculum program is undersubscribed. Workforce Continuing Education students can sit for licensure just as a curriculum student can and students like the flexibility of the Workforce Continuing Education program.

**Trustee Langston said the Curriculum and Student Support Committee brings a motion to the full Board to terminate the C55400 Manicuring/Nail Technology curriculum program and offer the program through Workforce Continuing Education.**



Chair Darden invited any questions or discussion.

**The motion passed unanimously by voice vote.**

## **2. 2026-2027 Calendar**

Trustee Langston said the committee reviewed the proposed 2026-2027 Calendar. She said the fall semester will start Monday, August 17, 2026, and that date complies with the System Office's recommended earliest start date. Dr. Brown said the scheduled Easter break will likely be in alignment with the Carteret County Public Schools break.

**Trustee Langston said the Curriculum and Student Support Committee brings to the full Board a motion to approve the 2026-2027 Academic Calendar as proposed.**

Chair Darden invited any questions or discussion.

**The motion passed unanimously by voice vote.**

Trustee Langston said discussion had taken place on the Medical Assisting program and starting in the fall of 2025, Medical Assisting program A45400 will be coded to a one-year diploma rather than the current two-year Associate of Applied Science degree. She said course offerings for Marine Propulsion Systems are to be updated to meet industry and employer needs. Similarly, the Human Services Technology program will be updated effective the fall of 2025 to implement system wide changes mandated by the NCCC System Office. Under those changes the program will be called Social and Human Services. Trustee Langston reported the College plans to create a Light Duty Diesel certificate to meet industry demand.

## **VIII. OTHER REPORTS**

### **A. Foundation Liaison**

Trustee Congleton said the Foundation Board would meet on January 14, 2025. He commented that Ms. Reash and her team were doing a great job. Dr. Mancini reported that the January Escoffier dinner was sold out.

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

Dr. Mancini wished trustees a happy new year and thanked all for their attendance. She said it had been a busy first week of class and curriculum was reporting a 3 to 4% enrollment growth. Dr. Mancini said, as Dr. Brown noted in her report, there appear to be slightly fewer students in the College Transfer program and more in the Health Sciences and Applied Sciences programs. This appears to mirror the statewide trend of increases in workforce programs. Dr. Mancini said if the College sees increases in enrollment in WCE programs, that will validate the trend. She said there was lots of energy on campus and kudos to Ms. Jenny Maldonado Castro and the SGA for planning activities throughout the week. Ms. Maldonado Castro said the SGA had launched Welcome Back Week, offering students free food, activities and opportunities to mingle with fellow students.

Dr. Mancini said historically there were reported difficulties in the continuing education registration process. She reminded trustees that the College had acquired the Fund Five software system to improve





the continuing education enrollment process. She said Fund Five was developed by two former Cape Fear CC IT specialists who recognized the System wide problem. The implementation requires changes to be made across multiple departments including the business office, the registrar, WCE and to the website. She said what is truly remarkable is that where other schools have gradually and slowly transitioned classes to Fund Five, all Carteret CC WCE classes, with the exception of a few public safety classes, were now live on Fund Five. She applauded all involved for their hard work over the holidays to get the system up and running.

Dr. Mancini said 21CS, a software development company currently in the process of relocating its headquarters to Morehead City, is using two cubicles in the Big Rock Career Center while waiting for its own premises to be completed. She said she anticipates a beneficial partnership with the company. Company employees are interested in serving on the advisory committee for the IT program, they have pledged to sponsor some Foundation programs, regularly use Sweet Beans for catering, and they are interested in hiring from our programs.

As an update to College athletics, Dr. Mancini said the application has been submitted to the NJCAA and Carteret CC's membership should be on the agenda for the April NJCAA board meeting. She said the College hopes to fill the position of Athletics Director by July 1, 2025.

Chair Darden invited Board comments.

#### **XI. BOARD COMMENTS**

Trustee Henderson recognized that Mrs. Cindi Goodwin currently has a lot of big projects underway and said he appreciates all the good work that she is doing.

Trustee Marek said she thinks it is wonderful that the College looks at the needs of the community. She said this was exemplified in the changes to the Medical Assisting program.

Trustee Langston said she was excited about Fund Five and happy to see the registration process made easier.

Trustee Hooper said she was excited about the increase in enrollment. She thanked all who worked over the holidays on the Fund Five implementation and she thanked Ms. Jenny Maldonado-Castro for her work with the SGA.

Trustee Starcke said it had been a great meeting. He said he always enjoys the check presentation part of a meeting, not for the financial aspect but for the stories behind the donor.

Trustee Parker said she appreciates everybody's hard work, the level of activity at the College and the team work ethic. She thanked Trustee Henderson for his stewardship of the Buildings and Grounds committee.

Ms. Maldonado-Castro said she agreed with everything already said. She said she was excited for one last semester and looking forward to a continued involvement in the College through friends and family members.

Trustee Rogers said two College students would be starting as interns at his business later today.



Trustee Meshaw said it had been a great meeting. She said she was thankful for the scholarship donation. She said she knew the Lumpkin family well and thought the scholarship was a great way to honor Judge Lumpkin’s contribution to the community.

Trustee Brady said he had known Lee Lumpkin and his brother for a long time and appreciated the scholarship set up in his memory. He said good things were happening at the College and he appreciated all the hard work.

Trustee Johnson said she recently had an employee register for classes at the College who commented on how nice everyone was at Carteret Community College. She said that is overwhelmingly the response when people pass through campus and she hopes the positive feedback can be shared with staff at all levels.

Chair Darden said a staff member and an instructor had been mentioned in reports that she wanted to talk about further. She congratulated Small Business Director Brandy Bell on being the co-recipient of the NC Small Business Network’s Innovation Award for Programs/Seminars. She also noted that Mrs. Vonda Godette, who has now served as chair of Medical Assisting for 21 years, was one of her first students. Chair Darden said she was happy a coordinator was being recruited to assist in the marketing department.

**XVI. ADJOURNMENT**

**There being no further business, Trustee Rogers motioned to adjourn at 9:58 a.m. Trustee Brady 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  
January 17, 2024

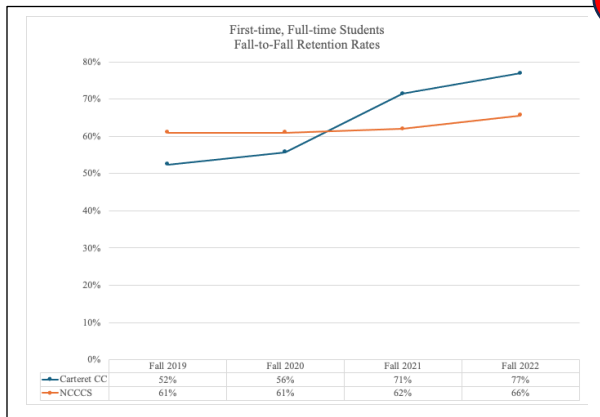
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Melodie Darden, Chair of the Board of Trustees

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**TO:** Carteret Community College Board of Trustees  
**FROM:** Dr. Tracy Mancini, President  
**DATE:** February 7, 2025  
**SUBJECT:** Board of Trustees February 12, 2025, Meeting



Happy Valentine's Day! This month's featured image shows Carteret CC's fall-to-fall retention rates for first-time students. This is one of the **student success measures** our state tracks each year. Carteret CC's rate of retention is above average among the Great 58, and we were contacted this week by the NCCC Student Success Center to be part of a research project they are doing to explore how colleges that exceed the average do what they do. The leadership team believes there are many reasons why our students are persisting and succeeding, including our MAPS Center (Mentoring, Advising, and Planning for Success); our success coaches who reach out to students who are missing class or whose grades are dropping; our timely program reviews and additions that offer

students opportunities in relevant, high-demand career pathways in our county; and our amazing faculty and staff who are committed to seeing our students succeed. We will share the results of the research project as we receive them.

Dr. Brown and her accreditation team are busy preparing to submit the College's **Fifth-Year Report to SACSCOC** this summer. Team members have collected updated data and have written narrative responses. A reading team has been assembled to review the submitted narratives over the next couple of months. Once this first read is complete, we will ask Chair Darden and a few other proofreaders to review the draft document before we submit it. Many thanks to all of the faculty and staff who have been involved in this important process, and especially to Dr. Brown for her leadership.

The System Office has updated the **Propel NC** materials for colleges, boards, and associations to promote a common legislative agenda for this long-session of the General Assembly. The updated Propel NC handout is attached to this report for your review and use. As a reminder, the System is advocating for support of a modernized funding formula that would incentivize programs and student success in high-demand, high-wage workforce sectors, including healthcare, construction trades, first-response fields, manufacturing, and IT/cybersecurity fields. Carteret CC plans to attend in Community College Day at the Legislature on March 19 and will bring a delegation of students, faculty, trustees, and community partners to help spread the word to our legislatures about the important education and training community colleges provide for our state's pipeline of skilled workers. I have met with and shared the Propel NC materials with Representative Celeste Cairns and will meet Senator Sanderson soon.

The **Strategic Planning** process, facilitated by Dr. Zach Barricklow from the System Office and Belk Center, continues to move along well. The work groups will have recommended strategies, activities, and outcomes ready to share with the campus community and Board of Trustees in April.

**Mr. John Tayloe**, eastern regional director for **Senator Ted Budd's** office, visited me and the College on Thursday, January 30, and was impressed with the ways Carteret CC differs from other eastern region community colleges – in a good way – in meeting specific geographical and industry needs of our county. We met again on Friday, January 31, at the **STEM East Alliance's Vision 2025** Conference in Greenville (also attended by Chair Darden, David Cerino, Jared Jones, Mayor Jones, Manager Turner, and some members of Carteret County Public School staff). The meeting showcased efforts of our eastern community colleges and public schools to support a focused, competent workforce pipeline that will meet North Carolina's needs for growth and economic vitality. Mr. Tayloe is returning next month for a complete tour of campus.

# Propel NC: Legislative Agenda for a New Community College Business Model

2025-2027



*Invest in reclaiming the #1 state for business **and** workforce development*

## BUDGET PRIORITIES

## REQUEST

### **Workforce Sector Funding Modernization Formula**

Enhance funding model to a labor-market driven, innovative solution where allocations for programs are supported by labor-market data. Incentivizes continuing education workforce programs while also enhancing funding for high-demand, high wage workforce sectors, allowing programs offerings to be better aligned and transparent with business and industry needs.

**\$68.5M (R)**

### **Base Funding Modernization and Enhancement**

Stabilizes community colleges operational costs required to meet basic student and constituent needs by aligning the funding model closer to current costs of delivering basic services. Ensures community colleges have base allocations sufficient to meet the needs of a diverse student population and the necessary tools required to help drive student success to completion.

**\$24.4M (R)**

### **Enrollment Increase Reserve**

Ensure a stable, reliable funding source for enrollment spikes at community colleges that see large enrollment growth throughout the academic year.

**\$6M (NR)**

## STRATEGIC PRIORITIES

### **Excess Tuition Retention**

Revise GS 115D-31(e) to return total excess tuition receipts proportionally to all colleges based on actual receipts collected by colleges, if no budget call-backs are necessary.

### **Hurricane Helene Recovery**

Support community college recovery efforts as Hurricane Helene assessments continue.

### **Enrollment Growth Funding, Capital Funding, Alamance Community College Multi-campus**

Fully fund FY24-25 community college enrollment growth, include community colleges in capital and equipment funding proposals as a 2024 survey identified nearly \$3 billion in needs, and allocate funding for the State Board-approved multi-campus center at Alamance Community College.

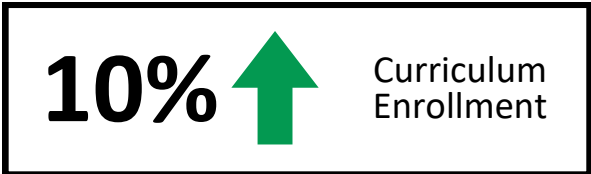
## **AT A GLANCE**

The North Carolina Community College System's budget priorities focus on modernizing and stabilizing funding for North Carolina's community colleges to better align with workforce demands, economic growth, and operational needs. Key initiatives include a Workforce Sector Funding Modernization Formula (\$68.5M) to align program funding with labor market data and incentivize high-demand sectors, and Base Funding Modernization(\$24.4M) to ensure colleges can meet student and operational needs. Additionally, an Enrollment Increase Reserve (\$6M) addresses funding for enrollment spikes, while proposed Excess Tuition Retention statutory changes aim to return tuition receipts to colleges proportionally.

# PROPEL NC

- **Recognized by** organizations like the John Locke Foundation, Triangle Business Journal, EducationNC, and Inside Higher Ed.
- **Supported by** statewide organizations, including Toyota North Carolina, UNC Health, NC Dept. of Agriculture and Consumer Services, and NC Chamber.

**200+ letters of support** received from business and industry partners, chambers of commerce, economic development boards and others across North Carolina!



[FTE from academic years 2021-2022 to 2023-2024]

RETURN ON INVESTMENT
<b>First-of-its-kind, transparent, labor-market-driven model:</b> Dynamic, results-driven transparency and incentivized accountability, funding colleges based on outcomes aligned with North Carolina’s economic needs.
<b>Courses linked to workforce sectors and prioritized by statewide job demand data</b>
<b>Consolidated funding to streamline workforce continuing education, the fastest growing area of college education</b>
<b>Expands Options/Reduces Time &amp; Cost for Completion:</b> Improves flexibility to align credentials with employers’ workforce needs
<b>Employers’ priorities are colleges’ priorities:</b> Prioritization of key high-demand, high-wage workforce sectors
<b>Strengthens Rural Communities:</b> Provides access to higher education and workforce credentials that support, grow and sustain new and existing business and industry.
<b>Build on Recent NCGA Investments:</b> Recent investments in high-cost faculty salaries and new program start-up funds have ramped up our training capacity, but revenue modernization is needed to balance our abilities to grow enrollment and sustain high-cost, high-demand programs
<b>Higher Quality Instruction:</b> Employers rely on a high-quality workforce. This allows colleges to respond nimbly and responsibly to the workforce needs of NC employers.
<b>Disaster Recovery:</b> Strengthen the Community College System's capacity to support students, businesses, and communities in Western NC's disaster recovery efforts.
<b>Higher Return On Investment for Taxpayers:</b> Community colleges provide nearly double the return value for every \$1 invested and this should grow with the new model.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Perry Harker  
**DATE:** 02/03/2025  
**SUBJECT:** Workforce and Continuing Education February Board Report

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The College and Career Readiness Department collaborates with multiple community organizations to expand High School Equivalency (HSE) courses to more accessible locations. We are preparing to launch a course in partnership with Hope Mission at their facility soon.

This month, we will host a two-day course for the North Carolina Gang Investigators Association (NCGIA). Three hundred attendees have registered for the event, which will be held at the DoubleTree in Atlantic Beach. Over 225 attendees will stay at the hotel, providing a significant economic boost to local businesses during the off-season. I want to recognize Amy Snyder-Wells, Criminal Justice Director, for establishing this partnership and organizing the training event.

Workforce Continuing Education EMS continues its partnership with e911 Learning to offer online continuing education for local EMTs. Our local EMS departments are pleased with this flexible training option.

Fire Service training is expanding, with more departments utilizing the Public Safety Training Facility for in-service training. Additionally, the Spring Fire Academy has commenced.

The Commercial Fishing Academy promotional video, launched via Triworks on social media platforms in January, garnered over 82,000 views on Facebook in the Eastern Carolina region. Beginning in February, this video will be promoted through Sea Grant partners in South Carolina and Georgia. The Academy, funded by a grant, is scheduled to begin in March.

From February 3 to 14, the Marine Captain's OUPV two-week course will be presented to the USMC Marine Raider Training Center at Camp Lejeune. We receive several requests yearly to schedule this training at various military bases.

Twelve marine technicians from local industries recently completed the American Boat & Yacht Council (ABYC) Marine Systems course, a third-party certification covering the standards of equipment installed on modern boats. All participants achieved a 100% pass rate.

The Spring semester Certified Nursing Assistant I classes began with forty students, including several high school students enrolled in courses through Workforce Continuing Education and Curriculum programs.

The Surgical Technology program starts in February with seven students. We are working with Carteret Health Care to develop an apprenticeship program. During their clinical rotations, students will progress through roles including Operating Room Attendant, central sterile technician, and Surgical Tech Externship.



The Big Rock/NCWorks Career Center team is launching a monthly "Workshop Wednesdays" series to assist students and community members with career planning, interview preparation, and resume building.

The Big Rock Career Center team is leading the organization, with several community partners, of the Eastern Carolina Job Fair, which will be held on March 6, 2025, at the Crystal Coast Civic Center. Over seventy employers are expected to participate.

We are partnering with NCWorks to host a Job Fair with the NC Ferry System in February. This will be the fifth year we have partnered with the NC Ferry System to host Job Fairs.

A requirement of the Corporate and Community Education internal accountability plan is to report a summary of the internal audit results to the Board of Trustees. For fall 2024, all staff exceeded the required visitation percentages and found classes meeting as scheduled with good attendance.

Barber program students are in their second semester and will participate in several community haircut events at off-site locations this semester. Donations collected during these events will benefit Carteret Community College's Food Pantry.

New courses, including Introduction to Early Childhood, Pathways for Teachers, Teacher Assistant Training, and Child Guidance, are being added to support the educational community. Completing the Introduction to Early Childhood course qualifies childcare teachers for the NC Early Childhood Credential (NCECC). Currently, nine students are enrolled, eight from a single childcare facility.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Maggie Brown, Vice President of Instruction and Student Support  
**DATE:** 02/03/25  
**SUBJECT:** Board of Trustees 02/12/2025 Meeting

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- I attended the Mentor Connect workshop with Dean Thompson, Adam Parchman, and Brandi McCullough the week of 1/27. At that workshop, we got a good overview of the NSF submission process and past grants that have been funded. It is our take-away that our Boat Building and Repair project is a unique concept and stands a very good chance of being funded.
- The NCCCS/UNC Transfer Advisory Committee met during snowmageddon, and Dr. Cox, President of NCCCS, spent some time with us to encourage our group to think broadly about transfer, beyond the typical AA/AS degrees. The UNC System is very interested in opening transfer opportunities for AAS completers. We will be working closely with both systems to recommend best practices for transfers for these degrees that maximize transfer opportunity while still centering our AAS programs on the needs of our local employers.
- We've received our Fall 2024 Pathways report from UNC Wilmington detailing the numbers of Carteret CC students who are in the transfer pathway. During the fall '24 semester, we had 65 students enrolled for intended transfer. Pathways students get special benefits that help ease transfer to UNCW:
  - Exclusive access to their own online orientation date and the first opportunity for incoming students to register for summer and fall 2025 classes.
  - Seahawk Preview Day, Saturday, April 12, 2025. At this event they will have a special lunch opportunity to connect with their TSCs, get a free give-away, and engage with campus partners.
  - PathWays students will get the first opportunity to learn about and apply to the new transfer undergraduate research program, TREP (Transfer Research Entry Program).
- This month, we will begin the reading meetings for our SACS COC Fifth Year Interim Report. The readers will gather almost weekly to review specific standards in our report prior to our fall submission.
- 2/17 will be the 28<sup>th</sup> Annual Black History Celebration recognizing academic excellence of our middle school, high school, and college students. The program is hosted by the Black History Committee in the Civic Center at 6pm.
- Our Admissions team has a robust spring outreach schedule. The following is just a sampling of the special career-focused days we will host on campus: 2/12 Middle School CTE Expo, 3/14 Forensics Day, 3/28 Middle School Fine Arts/IT Day, 4/04 Spa Services Day



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

## Finance & Administration Highlights

- We have begun the budget request process for FY26. Budget presentations will be occurring in the month of February with budget managers. As a part of this process, we are expenses and looking for ways cut costs and be more efficient. A budget efficiency survey was sent to all employees giving them a voice to provide suggestions and ideas.
- In the first six months grants moving back to the F&A division, with a new Grants Coordinator being hired, \$2.6 million in grant applications have been submitted. 64% of grant applications were through new agencies/funders.
- We held a successful 3<sup>rd</sup> Week Emergency Preparedness for the Spring Semester. Emails were sent each day during the 3<sup>rd</sup> Week of the semester to all faculty/staff and students. The topics covered were Fire Safety, Winter Weather & Tornado Safety, Campus Safety, and Emergency Communications. 3<sup>rd</sup> Week occurred during the same week of the snow storm, which put our plans into action. Due to the snow, the Fire Drills and Shelter-in-Place Drills were moved to the following week.

## Budget/Expenditure Update

Carteret Community College Summary of Expenditures												
	State			County			Institutional			TOTALS		
	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget
1XX Institutional Support	\$ 3,593,168	\$ 2,050,169	57.1%	\$ 462,820	\$ 441,195	95.3%	\$ 203,527.45	\$ 142,386.00	70.0%	\$ 4,259,515	\$ 2,633,749	61.8%
2XX Curriculum Instruction	7,729,336	4,242,751	54.9%	-	-	0.0%	547,973	593,112	108.2%	8,277,309	4,835,863	58.4%
3XX Continuing Education	2,556,383	1,202,414	47.0%	-	-	0.0%	198,936	135,044	67.9%	2,755,319	1,337,458	48.5%
4XX Academic Support	1,288,156	746,686	58.0%	-	-	0.0%	307,290	310,396	101.0%	1,595,446	1,057,082	66.3%
5XX Student Support	1,259,105	685,429	54.4%	-	-	0.0%	1,088,095	409,865	37.7%	2,347,200	1,095,295	46.7%
6XX Plant Operations & Maint.	-	-	0.0%	2,952,180	1,665,413	56.4%	26,601	2,431	9.1%	2,978,781	1,667,844	56.0%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	141,104	105,806	75.0%	141,104	105,806	75.0%
8XX Student Aid	-	-	0.0%	-	-	0.0%	3,500,000	1,955,814	55.9%	3,500,000	1,955,814	55.9%
9XX Capital Outlay	1,048,961	484,633	46.2%	2,528,190	487,129	19.3%	6,428,328	(48,942)	-0.8%	10,005,479	922,821	9.2%
<b>TOTALS</b>	<b>\$ 17,475,109</b>	<b>\$ 9,412,082</b>	<b>53.9%</b>	<b>\$ 5,943,190</b>	<b>\$ 2,593,737</b>	<b>43.6%</b>	<b>\$ 12,441,855</b>	<b>\$ 3,605,912</b>	<b>29.0%</b>	<b>\$ 35,860,154</b>	<b>\$ 15,611,731</b>	<b>43.5%</b>

## Financial Services

Bank Reconciliation Status Report									
	CORE BANKING			UNITED / TRUIST			FIRST CITIZENS		
	State Funds			Institutional Funds			County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
<b>Jul-24</b>	08/01/24	08/08/24	\$ 337,991.44	08/01/24	08/09/24	\$ 3,739,361.74	08/01/24	08/09/24	\$ 813,441.93
<b>Aug-24</b>	09/03/24	09/03/24	\$ 186,795.26	09/03/24	09/13/24	\$ 3,532,454.80	09/03/24	09/03/24	\$ 509,315.84
<b>Sep-24</b>	10/01/24	10/02/24	\$ 115,494.57	10/01/24	10/03/24	\$ 3,928,547.28	10/01/24	10/01/24	\$ 317,512.69
<b>Oct-24</b>	11/04/24	11/05/24	\$ 348,195.80	11/01/24	11/06/24	\$ 3,599,188.14	11/04/24	11/05/24	\$ 703,601.67
<b>Nov-24</b>	12/02/24	12/03/24	\$ 179,948.36	12/02/24	12/04/24	\$ 3,316,526.16	12/02/24	12/02/24	\$ 597,338.01
<b>Dec-24</b>	01/02/25	01/02/25	\$ 482,201.34	01/02/25	01/03/25	\$ 3,685,498.27	01/02/25	01/02/25	\$ 191,736.22

## Emergency Preparedness and Security

- Meetings Attended
  - Awards and Graduation Meeting
  - Celebration on the Sound Safety Meeting
  - Staff Executive Meeting
  - Storm Team Meeting
  - Campus Wide Employee Meeting
- Other
  - Adult High School Orientations
  - Safety Briefing for all ACA classes
  - Participated in 3 Weather Briefings with the National Weather Service Office
  - Conducted the 3<sup>rd</sup> Week Emergency Preparedness Drills. Fire and Active Intruder

## Grants

Carteret CC's Grants Management Office Report - Feb. 2025					
Applications Submitted Spring / Summer 2024					
Funding Agency	Purpose	Amount Requested	Pending	Awarded	Not Awarded
Lowe's SkillsUSA	Welding	\$14,921			\$14,921
NC Community College High-Cost Workforce Program Start-Up Funds	Surgical Technology Program	\$449,840		\$449,840	
Cannon Foundation	Health Science Simulation Lab	\$142,916			\$142,916
NC DIT Digital Champion Grant	laptops at offsite locations and technology for CCC	\$398,792			\$398,792
NC State & Local Cybersecurity Grant Program	Cybersecurity	\$153,157		\$153,157	
Dollar General Foundation	Computers for HRD for Spanish-speaking students	\$9,874			\$9,874
Bbraun	IV Infusion Pump	\$6,000	\$6,000		
Beaufort Ole Town Rotary	Fire academy	\$2,000		\$2,000	
NC Sea Grant	Shellfish Academy	\$33,872			\$33,872
NCCCS High-Cost Workforce Program Expansion Funds	Health Science Simulation Lab	\$400,000		\$400,000	
NCCCS High-Cost Workforce Program Expansion Funds	Dental Assisting 1	\$500,000		\$500,000	
Department of Education Student Support Services Grant	TRIO Program	\$1,532,570	\$1,532,570		Award Notice - June
Duke Energy Disaster Assistance	Tiger Dam	\$24,797			\$24,797
Blue Cross Blue Shield Foundation	Mental Health	\$246,088			\$246,088
<b>Totals</b>		<b>\$3,914,827</b>	<b>\$1,538,570</b>	<b>\$1,681,785</b>	<b>\$694,472</b>

*\*Major\* recognition to Kristi Mroch for writing and/or coordinating each of the grant submissions listed above.*

Applications Submitted Fall / Winter 2024					
Funding Agency	Purpose	Amount Requested	Awarded	Not Awarded	New Prospect and/or Award
USDA - NtL Inst. Food & Ag.	"Workforce Training Academies for Aquaculture & Horticulture @ Carteret CC"	\$649,886			N
STEMEast Network	MLK "Legacy of Learning" Daycamp	\$1,500	\$1,500		N
Norfolk Southern Corporate Giving Division	"Backing the Blue: Strengthening Carteret County's Law Enforcement Training"	\$50,000		\$50,000	Y
Duke Energy Foundation	"Outfitting Automotive Systems Technology"	\$25,000	\$25,000		N
Golden LEAF Foundation	"Carteret Works"	\$297,860			N
National Rifle Association	"Backing the Blue: Strengthening Carteret County's Law Enforcement Training"	\$28,000			Y
Dreyfus Foundation	"One Door to Better Serve & Empower Our Students"	\$20,000			N
Southern SARE (Sustainable Ag. Research & Education)	"Expanding Awareness & Participation in the Eastern NC Aquaculture Industry"	\$89,285			N
Centene Foundation	"One Door to Better Serve & Empower Our Students"	\$100,000		\$100,000	Y
Trust Foundation	"One Door to Better Serve & Empower Our Students"	\$100,000			Y
Cannon Foundation	"One Door to Better Serve & Empower Our Students"	\$100,000			N
NC GlaxoSmithKline Foundation	"Health Heroes Camps"	\$50,000			Y
Firehouse Subs Public Safety Foundation	"Supporting Carteret's Hometown Heroes: Upfitting Fire Equipment to Save Lives"	\$27,927			Y
NC State & Local Cybersecurity Grant Program	"Cybersecurity Modernization Program"	\$237,445			N
Sea Grant Community Collaborative	"Developing Plankton Harvest"	\$24,977			N
Sea Grant Aquaculture Legal, Regulatory & Policy Grant	"Compliance Software App for Oyster Farmers"	\$250,000			N
Sea Grant Aquaculture Internships	"North Carolina Aquaculture Industry Engaged Partnerships"	\$500,000			N
<b>Totals</b>		<b>\$2,551,880</b>	<b>\$26,500</b>	<b>\$150,000</b>	<b>64% New</b>

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

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

**TO:** Carteret Community College Board of Trustees  
**FROM:** Cindi Goodwin Sr. Director, Operations and Facilities  
**DATE:** Feb 1, 2025  
**SUBJECT:** Board of Trustee Meeting February 12, 2025

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- Workforce Center for Construction Trades and Transportation Technology:
  - Design and Plan development are in progress.
  - GMP budgeting in progress.
  
- Carteret CC One-Door (McGee Building):
  - Contracts issued to Berry Building Group.
  - All personnel have been moved/relocated to allow for construction.
  - Preconstruction meeting held February 7.
  - Construction in progress.
  
- Renovations:
  - McGee Pipe renovation – nearing completion, which is expected in early February.
  - Foundation: windows installed, painting complete
  - Howard Building – windows damaged by previous storm - replacement in progress
  - Bryant Center – renumbering to new sign standards in progress
  - Bryant Center – upgrade Veteran Services room ( new furniture, window treatment and paint)
  - S2 door automation – Smith Building – install will begin in Spring
  - Miscellaneous Roof repairs – all buildings
  - Modular Buildings –
    - Carteret Correctional – restroom in progress
    - Fire Station 2 on Hwy 101. Modular moved and set, pending county approvals to continue with power and sewer connections.
  
- O&F Team:
  - Jeremy Thompson was selected as the NC ACCFO District III President.
  - O&F has one opening for maintenance staff position due to a resignation.
  - O&F staff are preparing request for County Budget.

Thank you,

*Cindi Goodwin*

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

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**Fundraising and Donation & Resale Program Revenue:**

As of the current date, the fundraising and Donation & Resale Program revenue for the current fiscal year amounts to \$259,482. This figure represents approximately 34.76% of the total year budget goal.

**Endowment Funding:**

Current endowment funding growth is \$379,864. To-date in the 2024-2025 fiscal year, five new endowments have been established.

**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.

- Key Foundation staff are training on the new donor software Adavico
- Foundation Board held their regular meeting on January 14<sup>th</sup>
- Executive Director is a co-lead on the Community Working Group for the College's Strategic Planning
- Year-end donor statements were completed and mailed (768 statements)
- Executive Director is preparing for the Foundation on-site annual audit

**UPCOMING EVENTS/OPPORTUNITIES TO BE WITH DONORS**

The Foundation will also be hosting a lecture in collaboration with UNC Humanities on the Road on February 28, 2025, "Hands are wanted to work in the fort": Black North Carolinians at Fort Macon in the Civil War Era. This lecture is free and open to the community: [Fort Macon Lecture - Carteret Community College](#)

Save the date or purchase tickets for the following coming up later this spring:

- February 13<sup>th</sup> – Breakfast of Champions with sponsors and major donors (invitation only)
- March 26<sup>th</sup> – Donor and Recipient Scholarship Luncheon (invitation only)
- April 12<sup>th</sup> – Bird Bam Brunch: Mah Jongg Social Play Tickets: [Bird Bam Brunch: Mah Jongg Social Play](#) April 11<sup>th</sup> – Beginner Mah Jongg class.
- April 25<sup>th</sup> – Celebration on the Sound, over ½ of the tickets are already sold. [Jefferson Starship 50th Anniversary Tour at Celebration on the Sound Tickets, Fri, Apr 25, 2025 at 7:30 PM | Eventbrite](#)



Program Specific Events supported by Foundation:

**Escoffier Dinners** – one remaining dinner - February 25<sup>th</sup> (Sold Out). The dinners support the Hospitality & Culinary Arts Programs, and provides funding to send the Goellner Exchange Students to France each fall. Funds raised from one of the dinners will also support the Sweat Equity Grant.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Amanda Bryant, HR Director  
**DATE:** February 3, 2025  
**SUBJECT:** Board of Trustee February 2025 Meeting

**Recruiting/Hiring\***

Position	Replacing	Status
Director, Dental Assisting	New	Posting closes 12/15
TRIO; Family Support Specialist	Njideka White	Marti Myers DOH 1/2/25
Instructor, Nursing – 3 needed (2 12-month; 1 10-month)	Tammy Kavanaugh, Cindy Young, Jenna Dozier	Heather Partin (12) DOH 2/3; Kelly Payne (10) DOH 2/3; Anna Ingram (12) DOH 3/1
Career Coach/Enrollment Advisor	Caitlyn Rocci	Heather Robbins DOH 2/10
Health Sciences Selective Admission, Advising & Clinical Onboarding Specialist	Annette McCracken	Interviews 1/31 & 2/7
Marketing & Communications Coordinator	New	Victoria Washington DOT 2/3
Chair, English & Communications	Former Science Chair position restructured	Delayed for August hire
Instructor, Biology (10-month)	Former English position	Delayed for August hire
Instructor, Info Technology	Ken Martin (12/31/24)	Repost for May '25 hire
Reference & Instruction Librarian	Eva Earles	Posting pending to close 1/20; interviews pending
Maintenance Technician	Todd Foster	Posting pending

\*Excludes Adjunct part-time, temporary job postings

**Turnover Data:**

Fiscal Year	FY2025	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	15	28	22	28	26	17	27	5
Internal Transfer/Promo	11	7	7	6	7	7	1	6
<b>Total Hires</b>	<b>26</b>	<b>35</b>	<b>29</b>	<b>34</b>	<b>33</b>	<b>24</b>	<b>28</b>	<b>11</b>
Retirement	7	9	7	11	9	4	2	4
Resignation	10	11	13	13	9	12	14	5
Involuntary resignation	2	3	2	3	6	2	3	1
<b>Total Terms</b>	<b>19</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

December Headcount		December Turnover	FY25 YTD Turnover	Historical Turnover
F/T Perm Faculty	64	2.4%	11.23%	FY24: 13.71%
F/T Perm Staff	103			FY23: 13.11%
P/T Perm Faculty	0			FY22: 16.36%
P/T Perm Staff	1			FY21: 13.35%
<b>Total Perm</b>	<b>167</b>			FY20: 8.48%
<b>Total Payroll</b>	<b>304</b>			FY19: 10.66%

### Recent Employee Departures

Position	Name	Date
Reference & Instruction Librarian	Eva Earles	1/6/25
Nursing Instructor	Jenna Dozier	1/1/25
Welding Instructor	Keenan Lawrence	1/27/25
Maintenance Technician	Todd Foster	1/31/25

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Mr. Ryan Adrick, FEC Chair  
**DATE:** February 5, 2024  
**SUBJECT:** Board of Trustees February 12, 2025, Meeting

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I am pleased to provide an update on the recent activities of the Faculty and the Faculty Executive Committee (FEC). Our faculty remain committed to fostering excellence in education, collaboration, and student support through ongoing initiatives and projects.

**Faculty Executive Committee (FEC)**

The FEC continues to meet regularly, providing a platform for faculty discussions, decision-making, and advocacy on key academic and institutional matters. Faculty members are also actively engaged in various committees, contributing their expertise to curriculum development, policy discussions, and institutional planning.

**Key Initiatives & Accomplishments**

- **PINK Days Preparation** – Faculty are working diligently to prepare for our upcoming PINK Days, ensuring a meaningful and engaging experience for faculty and staff.
- **Annual Training** – Faculty members have completed mandatory annual training.
- **Nate and Phil's Remembrance Projects** – We have finalized the remembrance projects for Nate and Phil, ensuring that their contributions and impact on our institution are honored in a meaningful and lasting way.
- **60th Anniversary Project** – The planning and finalization of our 60th-anniversary project are well underway.
- **End-of-Year Picnic Planning** – We are collaborating with the Staff Executive Committee (SEC) to organize the annual end-of-year picnic, which serves as a valuable opportunity to recognize faculty and staff contributions, foster community engagement, and celebrate the achievements of the academic year.
- **ADA Compliance Efforts** – A significant priority for our faculty this year has been ensuring that all course materials and instructional content meet **100% ADA compliance** standards. We are actively working to improve accessibility by adapting course materials, implementing assistive technologies, and refining instructional strategies to create an inclusive learning environment for all students.

We deeply appreciate the Board's continued support as we work towards these initiatives. Please do not hesitate to reach out if you require further details or have any questions.

**TO:** Carteret Community College Board of Trustees  
**FROM:** Kristian Jenkins  
**DATE:** 2/2/2025  
**SUBJECT:** Board of Trustee 2/12/2025 Meeting

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- The SGA had a great turnout for our MLK Day of Service Project at Crystal Bluffs Rehabilitation Center in MHC. We had around 14 students and 7 faculty and staff. We played games and did some arts and crafts with the residents.
- Our Clubs & Grub event was canceled due to the snow, and the SGA has decided not to reschedule it but instead to use those funds for other events this semester.
- The SGA will travel to Pitt Community College on Saturday, February 8th, for the N4CSGA Eastern Division Meeting.
- The SGA and Ambassadors will travel to Raleigh on February 21<sup>st</sup> and 22<sup>nd</sup> to attend the CCLA (Community College Legislative Assembly). During this event, students will meet legislators, visit the legislative assembly, and learn how to debate bills.
- We are planning our Spring Fling, which will be held on March 12<sup>th</sup> from 11 am-2 pm in the Civic Center. This year's theme is Mardi Gras.
- The SGA will travel to Raleigh on March 21<sup>st</sup> – 23<sup>rd</sup> to attend the N4CSGA Spring Conference.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Jennifer Maldonado-Castro  
**DATE:** 2/3/2025  
**SUBJECT:** Board of Trustees 2/12/2025 Meeting

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- **MLK Day of Service:** One of our most meaningful initiatives in January was the MLK Day of Service, where SGA members and student volunteers spent time at Crystal Bluffs Nursing Home. We engaged with residents by playing UNO and Bingo, fostering connections and bringing joy to those in the facility. This event was a success, reinforcing the importance of community involvement and giving back. Many students expressed how rewarding the experience was, and we look forward to continuing similar service projects.
- **Student Advocacy & Legislative Involvement:** SGA is eager to participate in state-wide leadership and advocacy opportunities.
  - **N4CSGA Eastern Division Meeting @ Pitt CC**– SGA members will be attending this regional meeting to connect with other community college leaders, share ideas, and discuss student concerns pertaining to the eastern part of the state.
  - **Community College Legislative Assembly (CCLA) in Raleigh** – Later this month, SGA will take part in the **CCLA**, which is an incredible opportunity for student leaders to learn about and engage in the legislative process. While in Raleigh, we will:
    - Participate in an **N4CSGA Town Hall with NC Community College State Board members, community college presidents, and NC legislators**
      - Have opportunities to **meet and speak with legislators** about issues impacting community colleges
    - Visit the **General Assembly**
      - Engage in discussions and **debate NC House and Senate bills**
- **Spring Fling:** We are also preparing for **Spring Fling**, which will take place on **March 12th from 11 AM - 2 PM**. This event will feature a **Mardi Gras theme** and will be catered by our **Culinary and Baking & Pastry students**. It will be a fantastic opportunity for students to connect, enjoy great food, and celebrate the semester.
  - SGA would be honored to have Board of Trustees members join us for this event. We warmly invite you to attend and experience the energy and excitement of the day.