

TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Tuesday, February 8, 2022 at 5:00 p.m., Foundation Building**

AMENDED AGENDA

- | | | |
|--------------|--|---|
| I. | CALL TO ORDER | Chair Melodie Darden |
| | A. Ethics Statement | |
| II. | * APPROVAL OF AGENDA | Chair Melodie Darden |
| III. | * APPROVAL OF MINUTES (January 11, 2022; Attachment 1) | Chair Melodie Darden |
| IV. | CHAIR REPORT | Chair Melodie Darden |
| V. | NEW BUSINESS | Chair Melodie Darden |
| | A. Charge Trustees with Completing the President's Evaluation
<i>(Must be completed by February 22, 2022)</i> | |
| VI. | NEW EMPLOYEES | Chair Melodie Darden |
| VII. | PRESENTATION | Chair Melodie Darden |
| | A. State of Diversity, Equity, and Inclusion | Dr. Tracy Mancini
Mrs. Vonda Godette
Ms. Allison Daniel |
| VIII. | COMMITTEE REPORTS | Chair Melodie Darden |
| | * A. Building and Grounds and Finance
(Executive Summary, Attachment 2)
(Budget Resolution, Attachment 3) | Trustee Bill Henderson
Trustee Dee Meshaw |
| | B. Personnel and Policies | Trustee Matt Zettl |
| IX. | OTHER REPORTS | Chair Melodie Darden |
| | A. Foundation Liaison Report | Trustee Dr. Matt Zettl |
| | B. President's and Executive Leadership Council Reports
(Attachments 4 Tracy , 5 Perry , 6 Maggie , 7 Brenda , 8 Amanda , 9 FEC) | Dr. Tracy Mancini |
| | C. Faculty Executive Committee | Ms. Caz Chambers |
| X. | OLD BUSINESS | |
| | A. Reminder: February 22, 2022, Trustee Annual Retreat | |
| | Closed Session (Pursuant to N.C. Gen. Stat. §143-318.11(a)(5)) | |
| | * B. Personnel Matter | |
| XI. | BOARD COMMENTS | Chair Melodie Darden |
| XII. | * ADJOURNMENT | Chair Melodie Darden |

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
February 11, 2022	Strategic Planning	8:30 a.m.	Wayne West 322
February 21, 2022	Black History Celebration	6:00 p.m.	Crystal Coast Civic Center
February 22, 2022	Escoffier Dinner	6:00 p.m.	Hospitality & Culinary Arts Center
March 26, 2022	Shuck, Rattle, and Roll	TBD	Howard Building – Aquaculture
April 15, 2022	Statement of Economic Impact (SEI) Due	11:59 pm	https://ethics.nc.gov

* Denotes Action Item

NOTE: If any Board member has a topic for discussion at this meeting, please contact Chair Melodie Darden at (252) 241-3225

TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Tuesday, February 8, 2022 at 5:00 p.m., Foundation Building**

AGENDA

- | | | |
|---------------|---|---|
| I. | CALL TO ORDER
A. Ethics Statement | Chair Melodie Darden |
| II. * | APPROVAL OF AGENDA | Chair Melodie Darden |
| III. * | APPROVAL OF MINUTES (January 11, 2022; Attachment 1) | Chair Melodie Darden |
| IV. | CHAIR REPORT | Chair Melodie Darden |
| V. | NEW BUSINESS
B. Charge Trustees with Taking Trustee Self-Assessment
<i>(Must be completed by February 22, 2022)</i> | Chair Melodie Darden |
| VI. | NEW EMPLOYEES | Chair Melodie Darden |
| VII. | PRESENTATION
A. State of Diversity, Equity, and Inclusion

B. Marketing and Public Information | Chair Melodie Darden
Dr. Tracy Mancini
Mrs. Vonda Godette
Ms. Allison Daniel
Ms. Logan Okun |
| VIII. | COMMITTEE REPORTS | Chair Melodie Darden |
| * A. | Building and Grounds and Finance
(Executive Summary, Attachment 2)
(Budget Resolution, Attachment 3) | Trustee Bill Henderson
Trustee Dee Meshaw
Trustee Matt Zettl |
| B. | Personnel and Policies | |
| IX. | OTHER REPORTS
D. Foundation Liaison Report
E. President's and Executive Leadership Council Reports
<i>(Attachments 4 Tracy, 5 Perry, 6 Maggie, 7 Brenda, 8 Amanda, 9 FEC)</i>
F. Faculty Executive Committee | Chair Melodie Darden
Trustee Dr. Matt Zettl
Dr. Tracy Mancini
Ms. Caz Chambers |
| X. | OLD BUSINESS
A. Reminder: February 22, 2022, Trustee Annual Retreat

Closed Session (Pursuant to N.C. Gen. Stat. §143-318.11(a)(5)) | |
| * B. | Personnel Matter | |
| XI. | BOARD COMMENTS | Chair Melodie Darden |
| XII. * | ADJOURNMENT | Chair Melodie Darden |

DATES TO REMEMBER

DATE	EVENT	TIME	LOCATION
February 11, 2022	Strategic Planning	8:30 a.m.	Wayne West 322
February 21, 2022	Black History Celebration	6:00 p.m.	Crystal Coast Civic Center
February 22, 2022	Escoffier Dinner	6:00 p.m.	Hospitality & Culinary Arts Center
March 26, 2022	Shuck, Rattle, and Roll	TBD	Howard Building – Aquaculture
April 15, 2022	Statement of Economic Impact (SEI) Due	11:59 pm	https://ethics.nc.gov

* Denotes Action Item

NOTE: If any Board member has a topic for discussion at this meeting, please contact Chair Melodie Darden at (252) 241-3225



BOARD OF TRUSTEES

MINUTES OF MEETING

JANUARY 11, 2022

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 5:00 p.m. on January 11, 2022, at the Wayne West Building, Nursing Classrooms 229 and 230 on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mrs. Melodie Darden, Chair (In-Person)	Mrs. June Fulcher, Vice Chair (Zoom)
Mr. Robin Comer (In-Person)	Mrs. Rosa Langston (Zoom)
Mr. Michael Curtis (Zoom)	Mrs. Dee Meshaw (In-Person)
Mrs. Mary Charles Jenkins (Zoom)	Mrs. Catherine Parker (In-Person)
Mr. Bill Henderson (In-Person)	Mr. Doug Starcke (In-Person)
Dr. Wrenn Johnson (Zoom)	Dr. Matt Zettl (In-Person)

Student Government Association Present

Ms. Autumn Gillikin 2021-2022 SGA President (In-Person)

Administration Present

Dr. Tracy Mancini	President (In-Person)
Mr. Matt Banko	Vice President of Finance and Administrative Services (In-Person)
Dr. Maggie Brown	Vice President of Instruction and Student Support (In-Person)
Ms. Jo Ann Cannon	Executive Director of the President's Office / Assistant Secretary to the Board (In-Person)
Mr. Perry Harker	Vice President of Corporate and Community Education (In-Person)
Ms. Logan Okun	Director of Marketing and Public Information (In-Person)
Ms. Brenda Reash	Executive Director of Foundation (In-Person)
Mr. Steve Sparks	Vice President of Operations and Facilities (In-Person)

Administration Absent

Dr. Maggie Brown Vice President of Instruction and Student Support

College Employees Present

Mrs. Bianca Abell	Vice Chair of Staff Executive Committee (In-Person)
Mr. Richard Abell	Director of Emergency Preparedness and Security (In-Person)
Ms. Teresa Biggers	Chair of Staff Executive Committee (Zoom)
Mrs. Amanda Bryant	Director of Human Resources (In-Person)
Ms. Caz Chambers	Chair of Faculty Executive Committee (Zoom)
Mrs. Donna Cumbie	Executive Director of Business Operations (In-Person)
Ms. Tina Futrell	Cashier for the Business Office (In-Person)
Mr. Rick McCormac	Director for Industry and Workforce Training (In-Person)
Mr. Kyle McMilleon	IT Specialist (In-Person)
Mrs. Shana Olmstead	Chair of Culinary Arts, Baking and Pastry Arts, Hospitality Management, and Food Service Technology (In-Person)
Ms. Christine Turner	Vice Chair of Faculty Executive Committee (In-Person)

Guests Present

Dr. Michelle Bass	Isaac Blaine Smith Scholarship Endowment (In-Person)
Mr. Chris Bass	Isaac Blaine Smith Scholarship Endowment (In-Person)
Mrs. Cheryl Burke	Reporter for Carteret News-Times (In-Person)

A. Ethics Reminder

Chair Melodie Darden 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.

FOUNDATION CHECK PRESENTATION**A. The Isaac Blaine Smith Commercial Driver's License Scholarship Endowment**

Chair Melodie Darden said Dr. Michelle Bass and her husband Chris from Nashville, NC, were in attendance to announce the establishment of The Isaac Blaine Smith Commercial Driver's License Scholarship Endowment. Chair Darden said Dr. Bass established this scholarship in memory of her Uncle Blaine Smith.

Chair Darden said there were three Smith boys: David, Jeff, and Blaine. She said Dr. Blaine's father, David, passed away in 2017 and her Uncle Blaine passed away January 22, 2021. Chair Darden said Blaine was the baby of the family, and it has been very difficult for the family, especially for Jeff, to lose him.

Chair Darden said that Jeff Blaine was a truck driver all of his life. She said he drove almost a million miles before he was forced to retire due to a disability. Chair Darden said he earned the nickname "Running Empty."

Finally, Chair Darden said Dr. Bass established this scholarship to honor his memory and his love of driving by helping other people achieve their dreams. She said this scholarship will support Carteret Community College students enrolled in the Commercial Driver's License program who are residents of North Carolina. Dr. Bass and her family presented a check for \$10,500 toward the scholarship.

Dr. Michelle Bass said, "Uncle Blaine was a truck driver all of his life and loved it. January 22, 2022, will be the first anniversary of his death, and we were looking for a way to keep his memory alive. We have a summer home in the county, and we would see the (CCC) tractor-trailer parked in front of the College advertising the CDL program when we drove by." Dr. Bass said after Mr. Smith died, memories of seeing the tractor-trailer parked in front of Carteret CC would come to mind. "I thought, what a neat way to remember Uncle Blaine and help students pursue their dream of driving a truck," she said. "Uncle Blaine always loved his job and the lifelong friends he made. My prayer is that students will hopefully choose this career and make friends for life like Uncle Blaine did."

APPROVAL OF THE AMENDED AGENDA

Chair Melodie Darden presented the January 11, 2022, amended agenda for approval by the Board. The agenda was amended to add a Closed Session (Pursuant to N.C. Gen. Stat. §143-318.11(a)(5)) to discuss a personnel matter.

Mrs. Dee Meshaw made a motion to approve the January 11, 2022, agenda as amended to add a Closed Session (Pursuant to N.C. Gen. Stat. §143-318.11(a)(5)) to discuss a personnel matter. Mr. Robin Comer seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF THE MINUTES

Chair Melodie Darden presented the November 9, 2021, minutes for approval by the Board.

Mrs. June Fulcher made a motion to approve the November 9, 2021, minutes as presented. Dr. Matt Zettl seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Melodie Darden welcomed the participants who attended this meeting via Zoom. The participants were Trustees Mrs. June Fulcher, Mrs. Mary Charles Jenkins, Mr. Michael Curtis, Mrs. Rosa Langston, Dr. Wrenn Johnson, and College employees Ms. Christine Turner and Ms. Teresa Biggers. She asked the Zoom participants to turn on their cameras and keep them on for the duration of the meeting.

Chair Darden shared the following items:

- She thanked the trustees for their attendance at committee meetings. She reminded trustees that they can attend any and all committee meetings.
- Chair Darden said a draft of committee minutes is now included in the board meeting packets. She thanked Ms. Jo Ann Cannon for including a draft of the committee minutes in this Board meeting packet. She said drafts of committee minutes will be approved at that committee's next meeting. Chair Darden told the trustees if they are unable to attend committee meetings to please take the time to review the draft minutes.
- Chair Darden reminded the trustees that committee meeting dates are available on the Trustee Portal. She said some of the meeting dates will be changed due to conflicts on Dr. Tracy Mancini's calendar regarding State President's Meetings. Chair Darden said the committee chairs and members will be notified of these revisions.
- Chair Darden encouraged the trustees to contribute to the Foundation's Annual Fund and that she would like to have 100 percent participation from them.
- Finally, Chair Darden said tickets for February and March Escoffier Dinners are now available for purchase on the Foundation's webpage. She said the January dinner is sold out.

NEW EMPLOYEES

A. Ms. Lauren Seymour, Chemistry Instructor; Ms. Kimberly Cole, Radiography Instructor; Ms. Cynthia Young, Nursing Instructor; and Ms. Elizabeth Bell, Nursing Instructor

Ms. Seymour, Ms. Cole, Ms. Young, and Ms. Bell were not present but Dr. Tracy Mancini said these instructors had recently started their positions in the Arts and Sciences and Health Sciences divisions, and she is very happy to have them employed at the College.

B. Ms. Tina Futrell, Business Office Cashier

Mr. Matt Banks introduced Ms. Tina Futrell, who is the Business Office Cashier. Mr. Banko gave a brief overview of her education and work experience.

C. Ms. Carrie Watson, Custodian; Mr. Richard "Donnie" Morrell, Custodian; Mr. John Tolar, Maintenance Technician II

Ms. Watson, Mr. Morrell, and Mr. Tolar were not present but Mr. Steve Sparks said the three new employees had recently started their positions in the Operations and Facilities division. Mr. Sparks said he is glad to have them on-board.

PRESENTATION

A. Baking and Pastry Arts, Culinary Arts, and Hospitality Management

Dr. Tracy Mancini introduced Mrs. Shana Olmstead, Chair of Baking and Pastry Arts, Culinary Arts, and Hospitality Management.

Mrs. Olmstead presented information and stories from the College's Culinary Arts, Baking and Pastry Arts, Hospitality Management, and Food Service Technology programs. She described the middle school Farm to Table event, talked about the College's participation in the NC Seafood Festival with Carolina Cooker (AgriSupply), and the College's participation in the Beaufort Wine and Food Sip and Sea events in October. She also talked about the experimental live projects with GeoDynamics and Duke University Marine Lab.

COMMITTEE REPORTS

A. Curriculum and Student Support (Therapeutic Massage Curriculum Program Termination)

Trustee Rosa Langston reported that a Curriculum and Student Support Committee meeting took place on January 4, 2022, to discuss and recommend approval from the full Board to terminate the Therapeutic Massage Curriculum program. The committee was also presented with informational items regarding the Early Childhood certificate, Aquaponics certificate, Aquaculture Technology online certificate, and upcoming events in development. She said a draft of the minutes is included in this Board meeting packet.

Trustee Langston said the Therapeutic Massage curriculum program is being terminated due to dwindling enrollment numbers. She said the program will continue to serve students through Continuing Education. Students who complete the continuing education course will have enough hours to sit for the licensure exam needed for employment.

Trustee Langston also said the continuing education students taking the program have been very successful in the licensure exam that all students take to enter the massage profession. She explained there is no difference in entry level or pay scale for the continuing education students.

Motion came from the Curriculum and Student Support Committee with the recommendation to approve termination of the Therapeutic Massage curriculum program. Without further discussion, the motion was unanimously approved by voice vote.

B. Personnel and Policies (Draft Minutes)

Trustee Dr. Matt Zettl reported that a Personnel and Policies Committee meeting took place on January 5, 2022, primarily to discuss developing a Board Policy Manual as the trustees agreed to do at their Annual Retreat in 2021. He said a draft of the minutes is included in this Board meeting packet.

Trustee Zettl said the trustees were in the process of reviewing the Board Bylaws. The changes made to the Bylaws were based upon the expectation that specific board policies would be developed. He said the board policies will be separate and apart from the College Policies and Procedures, and each would be a separate document.

He said the committee agreed on a basic outline which includes categories as shown in the draft minutes included in this Board meeting packet. These categories are listed below:

- ENDS Policies
- General Expectations of the President Policies
- Board-President Relationship Policies
- Governance Process

Trustee Zettl said the committee agreed upon a timeline they felt was attainable and it is listed below:

- February 2022 – Begin working on and complete ENDS Policies
- March 2022 – Begin working on and complete General Expectations Policies
- April 2022 – Begin working on and complete Board-President policies
- May 2022 – Begin working on and complete Governance Process and present manual at the May Board meeting.

Trustee Zettl said the committee members will receive information from Ms. Jo Ann Cannon on how and where the process for developing the manual will be accessed and completed. He said the committee will meet once a month to review revisions to the categories from the previous month.

Finally, Trustee Zettl said Dr. Tracy Mancini and Ms. Jo Ann Cannon will match the State Board Code and NC General Statutes with the four categories in the outline. This will tie the policies to the Code and Statutes.

OTHER REPORTS

A. Foundation Liaison Report

Dr. Matt Zettl reported the Foundation Board reviewed the annual audit at their meeting on January 11, 2022. He said Ms. Brenda Reash can provide a copy of the audit to any trustee who wishes to review it.

He said the following other items were discussed at that meeting:

- Red Cross Blood Drive on January 19, 2022, at the Crystal Coast Civic Center
- Escoffier Dinners
- Lecture and film series:
 - “Lucky Grandma,” which is an international film that will be shown January 27, 2022
 - “Toast of the Wedding Veil,” which will be presented by local author Kristy Woodson Harvey on April 7, 2022

B. President’s and Executive Leadership Council Committee Reports

Dr. Mancini reported the following:

- The spring semester started on January 10, 2022, and enrollment has increased. In comparing spring 2021 to spring 2022, the College had estimated 12.5 percent increase of FTE, and curriculum enrollment is 1,367 students, which is an estimated increase of 10 percent from last spring’s unduplicated curriculum enrollment.
 - Mr. Perry Harker reported that Continuing Education classes are above where they were in 2019-2020 and 2020-2021. Enrollment is up between 3 and 5 percent, and it is expected that enrollment will increase even more.

He said classes that are seeing an increase in enrollment are culinary, CDL, HVAC, carpentry, nursing assistant, therapeutic massage, small business academy, and pharmacy tech.

Finally, Mr. Harker reported the FTE for Fall Continuing Education classes is about 176. In comparison to Fall 2019. That is a 23 percent increase; in comparison to fall 2020, there is a 41 percent increase.

- Dr. Mancini reported the fall 2021 numbers show Carteret CC has the second highest increase in enrollment in community colleges in the state. She said about one-third of the colleges showed an increase; about one-third stayed flat; and about one-third declined in enrollment.

- Dr. Mancini reported that Mr. Perry Harker was appointed to serve on the NC Taskforce for Offshore Wind Resource Strategies. She said it is great to have the College represented on that state-wide taskforce. She said he has been working closely with Ms. Michelle Querry of the Economic Development Department to investigate global wind organization certification to see if that is something the College might want to add as a certification in Continuing Education classes.
- Dr. Mancini said the state budget for community colleges remains unapproved. She said the State Board of Community Colleges will review and approve the budget at their meeting on January 21, 2022, after which the College will receive its budget package. This budget package will be presented to the Finance Committee during the first week in February. Dr. Mancini said the budget will be presented to the trustees at the February Board meeting for review and adoption.
- She said the College was able to include the state-directed bonuses for faculty and staff in their December paychecks, and the January paychecks for faculty and staff will include the 2.5 percent salary increase, retroactive to July 2021.
- Dr. Mancini said over the holidays the College was selected as one of ten community colleges to participate in the **Belk Center's Rural College Leaders Program**. The College will work with the Belk Center and nine other colleges over the next three years to close institutional equity gaps for low-income students and students of color in our service area and to create models for transformational change across the state. There is no cost for this participation.
- She said the College currently has five active COVID-19 cases that are campus cases and will continue to require masks in all campus buildings through January 14, 2022. On January 18, 2022, the College will change this requirement and will recommend wearing masks for both vaccinated and unvaccinated individuals.
- Dr. Mancini said the College will have its second annual Martin Luther King Day of Service. Dr. Mancini said this year we will be offering three options for employees to participate. The first is to help stock our campus pantry, called *The Galley*, which is located in the MAPS Center. This pantry allows students to have snacks and small meals in-between classes. The second option is to make "Sunshine Care Bags" for *The MIRIAM*, which is a place for women who are receiving treatment for substance abuse and alcohol issues. The third and final option is donating items to the Carteret County Humane Society. All three options count toward the employees' criteria for the performance bonus.

C. Student Government Association

Ms. Autumn Gillikin presented the Student Government Association report, which was included in the Board packet.

OLD BUSINESS

There was no Old Business to discuss.

NEW BUSINESS

A. Reminder: February 22, 2022, Trustees Annual Retreat

Chair Darden reminded the trustees that the Trustees Annual Retreat is scheduled for February 22, 2022.

CLOSED SESSION (Pursuant To N.C. Gen. Stat. §143-318.11(a)(5))

B. Personnel Matter

Dr. Matt Zetzl made a motion to move into Closed Session pursuant to N.C. Gen. Stat. §143-318.11(a)(5). Mrs. Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

The Board and Ms. Jo Ann Cannon entered closed session at 6:13 p.m. Discussion ensued regarding N.C. Gen. Stat. §143-318.11(a)(5).

Dr. Mancini was asked to enter the Closed Session at 6:51 p.m.

Mr. Robin Comer made a motion to move out of Closed Session. Mr. Doug Starcke seconded the motion. Without further discussion, the Board came out of Closed Session at 7:04 p.m.

ACTION TAKEN FROM CLOSED SESSION

There was no action taken from the Closed Session.

BOARD COMMENTS

There were no Board comments.

ADJOURNMENT

There being no further business to come before the Board, Mr. Michael Curtis made a motion to adjourn the meeting at 7:08 p.m. Mrs. Catherine Parker seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Tracy J. Mancini, Secretary of the Board of Trustees

Date

Melodie Darden, Chair of the Board of Trustees

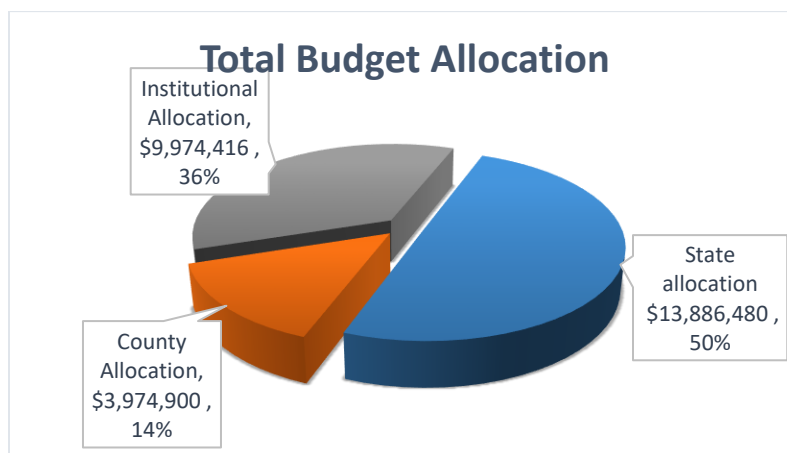
Date

TO: Carteret Community College Board of Trustees
FROM: Matt Banko, Vice President, Finance and Administrative Services
DATE: February 2, 2022
SUBJECT: Executive Summary – Fiscal Year 2022 Budget

On January 21, 2022 the State Board of Community Colleges approved state aid allocations to the 58 community colleges. The state allocation totaling \$13,886,480 represents 50% of Carteret Community College’s overall budget. Highlights of the state budget include a 2.5% salary increase for employees, and \$922,324 in stabilization funding. Additionally, the state legislature passed a one-time pandemic bonus allotment of \$257,163 to be distributed to all eligible employees that work for the college regardless of their funding source. Each employee received \$1,000 and a supplementary \$500 for those employees making less than \$75,000. Page references are included in the notes (last column) of the Budget Resolution.

On June 21, 2021 the County adopted its 2021-2022 budget which included an operating allocation of \$2,775,000 and capital funding of \$1,000,000. In November the County approved a \$199,900 carryover of unspent capital funds. The \$3,974,900 represents 14% of the overall budget. The \$110,000 operating increase represented a 4% increase over the prior fiscal year which was necessary for salary increases to match the state increase and for inflation.

Institutional allocations total \$9,974,416 which is nearly 36% of the College’s overall budget. This is a \$153, 551 or 1.5% increase over the prior year’s amount. \$6,010,050 or about 60% of these funds are for direct student aid comprised primarily of Pell and HEERF awards along with other state and local grants. \$1,700,000 or approximately 17% of the institutional funds are comprised of HEERF funds used to mitigate the impact of the coronavirus. Institutional capital expenditures have declined with the completion of the Hospitality and Culinary Arts Center.



Carteret Community College 2021-2022 Budget

Fund/Expenditure	Allocation	YTD Expenditures (through 12/31/21)	Percentage of Total	Projected Expenditures for fiscal year	Prior Year Allocation	% change	Notes
STATE FORMULA ALLOCATION							Summary on Page 32
Curriculum Instruction	\$ 5,399,515	\$ 2,834,036	52%	\$ 5,399,515	\$ 5,542,958	-2.7%	Further Details pp 18-31 Funds used to employ 135 full-time positions and 130 part time positions. These funds are subject to management flexibility (p 59).
Continuing Education	\$ 1,072,957	\$ 538,758	50%	\$ 1,072,957	\$ 1,126,807	-5.0%	
Basic Skills (State)	\$ 213,082	\$ 106,583	50%	\$ 213,082	\$ 353,356	-65.8%	
Institutional Support	\$ 4,383,092	\$ 2,168,493	49%	\$ 4,383,092	\$ 4,564,497	-4.1%	
Performance Based Funding	\$ 123,804	\$ 123,804	100%	\$ 123,804	\$ 142,528	-15.1%	
Budget Stabilization (NR)	\$ 922,324	\$ -	0%	\$ 922,324	\$ -	100.0%	
Subtotals:	\$ 12,114,774	\$ 5,771,675	47.6%	\$ 12,114,774	\$ 11,730,146	3.2%	PP 28-30 Bonus for those meeting criteria P 31 To mitigate FY 21 enrollment decline
STATE CATEGORICAL ALLOCATIONS							Summary on pages 57 & 58
Career & Tech Education (Perkins)	\$ 145,090	\$ 23,620	16%	\$ 145,090	\$ 127,732	12.0%	PP 33-36 Federal funding allocation
Child Care	\$ 33,138	\$ 7,904	24%	\$ 33,138	\$ 24,950	24.7%	PP 37, 38 To financially assist student-parents
Small Business Center	\$ 119,406	\$ 52,170	44%	\$ 119,406	\$ 118,162	1.0%	PP 39-43 Help small businesses in Carteret
Customized Trng - Bus & Ind Support	\$ 47,500	\$ 26,030	55%	\$ 47,500	\$ 47,500	0.0%	PP 44-46 Funds to support business & industry
Equipment	\$ 432,559	\$ 8,970	2%	\$ 432,559	\$ 438,093	-1.3%	PP 47-50 Can be carried forward into FY2023
Instructional Resources	\$ 29,087	\$ 6,696	23%	\$ 29,087	\$ 29,729	-2.2%	PP 51-52 Library books, periodicals and media
Subtotals:	\$ 806,780	\$ 125,390	15.5%	\$ 806,780	\$ 786,166	2.6%	
Additional State Allocations							
Longevity	\$ 134,255	\$ 83,172	62%	\$ 134,255	\$ 140,208	-4.4%	Funded in January annually
State Pandemic Bonus	\$ 257,163	\$ 257,163	100%	\$ 257,163	\$ -	N/A	\$1,500 bonus in state budget
Minority Male Mentoring	\$ 35,338	\$ 35,338	100%	\$ 35,338	\$ 35,338	0.0%	1 of 22 schools that receive allocation
Basic Skills (Federal Title II Section 231)	\$ 126,282	\$ 60,000	48%	\$ 126,282	\$ 143,400	-13.6%	Federal match to support literacy
Carryforwards/CTE	\$ 28,158	\$ 336	1%	\$ 28,158	\$ 57,678	-104.8%	Efficiently expended funds in FY21
Federal Basic Skills AEFLA Section 225	\$ 16,726	\$ -	0%	\$ 16,726	\$ -	N/A	Provide services in correctional facility
Digital Literacy	\$ 25,000	\$ -	0%	\$ 25,000	\$ -	N/A	Staff resources and materials
COVID Allocations	\$ 2,000	\$ 2,000	100%	\$ 2,000	\$ 196,002	N/A	FY22 Supplement for Small Business
NC Works Career Coaches	\$ 105,552	\$ 47,012	45%	\$ 105,552	\$ 105,552	0.0%	Assist HS Students determine career goals
Golden Leaf Scholars	\$ 23,860	\$ -	0%	\$ 23,860	\$ 14,371	39.8%	Need-based scholarships for rural areas
Governors Emergency Ed Relief (GEER)	\$ 124,955	\$ -	0%	\$ 124,955	\$ 130,822	-4.7%	Workforce Training in 10 pathways
Longleaf Commitment	\$ 59,012	\$ 6,284	11%	\$ 59,012	\$ -	N/A	Funds for coaching and advising
Longleaf Complete	\$ 25,544	\$ -	0%	\$ 25,544	\$ -	N/A	Learners 50% or more complete w/degree
Reversion	\$ -	\$ -	0%	\$ 0	\$ (190,874)	N/A	No planned reversion this fiscal year
Subtotals:	\$ 964,926	\$ 492,213	51%	\$ 964,926	\$ 632,497.00	34.5%	
TOTAL STATE ALLOCATIONS:	\$ 13,886,480	\$ 6,389,278	46%	\$ 13,886,480	\$ 13,148,809	5.3%	

Fund/Expenditure	Allocation	YTD Expenditures (through 12/31/21)	Percentage of Total	Projected Expenditures for fiscal year	Prior Year Allocation	% change	Notes
COUNTY ALLOCATIONS							
General Administration	\$ 1,564,423	\$ 672,416	43%	\$ 1,564,423	\$ 1,634,645	-4.5%	Funding for 27 full-time positions
Insurance and Bonding	\$ 219,367	\$ 117,236	53%	\$ 219,367	\$ 221,213	-0.8%	Property, Liability, Workers Comp
Repairs & Contracted Services	\$ 258,710	\$ 126,715	49%	\$ 258,710	\$ 136,642	47.2%	Property maintenance
Service Agreements & contracts	\$ 90,000	\$ 60,787	68%	\$ 90,000	\$ 90,000	0.0%	Preventative maintenance
Utilities	\$ 537,000	\$ 255,216	48%	\$ 537,000	\$ 527,000	1.9%	Expect some increase over last year
Supplies	\$ 105,500	\$ 48,256	46%	\$ 105,500	\$ 55,500	47.4%	
Operating Total:	\$ 2,775,000	\$ 1,280,627	\$ 3	\$ 2,775,000	\$ 2,665,000	4.0%	
Capital Outlay	\$ 1,199,900	\$ 149,315	12%	\$ 1,199,900	\$ 1,320,530	-10.1%	Carryforward + FY2022 allocation
TOTAL COUNTY ALLOCATIONS:	\$ 3,974,900	\$ 1,429,941	36.0%	\$ 3,974,900	\$ 3,985,530	-0.3%	
INSTITUTIONAL ALLOCATIONS							
Institutional Support	\$ 1,700,000	\$ 700,527	41%	\$ 1,700,000	\$ 548,658	67.7%	Primarily HEERF Funds
Curriculum	\$ 321,335	\$ 160,668	50%	\$ 321,335	\$ 48,870	84.8%	Student Fees & Grants
Continuing Education	\$ 214,640	\$ 107,320	50%	\$ 214,640	\$ 170,000	20.8%	Self Supporting Classes
Academic Support	\$ 520,000	\$ 349,826	67%	\$ 520,000	\$ 299,825	42.3%	USDA Grant
Student Support	\$ 550,902	\$ 275,451	50%	\$ 550,902	\$ 991,445	-80.0%	Federal Grants (TRiO, WIOA)
Proprietary/Other	\$ 88,989	\$ 44,494	50%	\$ 88,989	\$ 39,500	55.6%	SGA
Student Aid	\$ 6,010,050	\$ 2,735,631	46%	\$ 6,010,050	\$ 3,100,000	48.4%	Pell and HEERF Emergency Aid
Capital	\$ 568,500	\$ 506,820	89%	\$ 568,500	\$ 4,622,567	-713.1%	Culinary Arts Center and Trail
GRANTS/STUDENT AID/OTHER:	\$ 9,974,416	\$ 5,062,340	51%	\$ 9,974,416	\$ 9,820,865	1.5%	
TOTAL ALLOCATIONS:	\$ 27,835,796	\$ 12,881,560	46.3%	\$ 27,835,796	\$ 26,955,204	3.2%	

* The President of the institution is hereby authorized to execute routine transfers from one appropriation to another in the same fund within the limitations set forth by the state Board of Community Colleges. Any such transfers shall be reported to the Board of Trustees at its next regular meeting and entered into the minutes.

Furthermore, the President is hereby authorized to accept funds from the State Department's Industry Services Division for the purpose of providing training for new and expanding industry or NCCCS allocations related to State Capital Infrastructure Funds, Rural Broadband Access, Adult Learner Program, or Faculty Recruitment/Retention Funds. Any such funds will be reported to the Board of Trustees at its next regularly scheduled meeting.

** Copies of this Budget Resolution may be sent to local tax-levying authority and the State Board of Community Colleges.

Adopted by Carteret Community College Board of Trustees on February 8, 2022. Certified on this the 8th day of February, 2022

Chairwoman

President

STATE OF NORTH CAROLINA

COUNTY OF CARTERET

Sworn and subscribed before me by Melodie Darden, Chairwoman of the Board of Trustees, and Dr. Tracy Mancini, Secretary to the Board of Trustees, this the 8th day of February, 2022

{Seal}

My Commission Expires:

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: February 3, 2022
SUBJECT: Board of Trustees February 8, 2022, Meeting

This month, Carteret Community College celebrates Black History Month with our **25th Annual Black History Celebration**, to be held Monday, February 21, at 6:00 p.m. in the Crystal Coast Civic Center. The Black History Committee will recognize African American students from all of the County's public middle and high schools and from Carteret Community College with a 3.0 GPA or higher. This year's speaker will be Ms. Wanda McClain, a child nutrition advocate from the Merrimon community, who will speak on this year's Black History Month theme: Black Health and Wellness.

We are proud to recognize Carteret Community College's nominees for the annual statewide excellence awards: **Amanda Smith Siggler** (Associate Degree Nursing student) for the Academic Excellence Award; **Orlando Alexis Hernandez** (Associate in Science student) for the Dallas Herring Achievement Award; and **Claire Elizabeth Braxton** (Information Technology – Software/Web Development student) for the Governor Robert W. Scott Student Leadership Award. In addition, **MaST senior Juan Lara Torres**, who will graduate this May with both the Associate in Arts and Associate in Science degrees, is one of 20 seniors nominated by the State of North Carolina for the U.S. Presidential Scholars Award. Juan is the first student from Carteret County Public Schools to be a state nominee for this honor.

Curriculum enrollment estimates for spring 2022 show a significant increase over spring 2021. This month, Instruction and Student Support will host ten **middle school tours**, including Middle School Forensics Day, Middle School Health Science Day, and Middle School IT and Fine Arts day.

Our Corporate and Community Education staff exceeded required visitation percentages in their **annual internal accountability audit**, which also found all classes meeting as scheduled with good attendance. In addition, our Life Enrichment program has added **new courses** this semester, including Tai Chi for Seniors and Yoga at Western Carteret Learning Center, as well as Metal Art, Pickleball, and Paddle Board for Beginners on main campus.

The College plans to launch **Sound Bytes**, the official podcast of Carteret Community College, this month. Mayor Sharon Harker from Beaufort joins me for the first episode of Sound Bytes. Look for an email and social media posts with links to the interview.

The College continues its **strategic planning process** on **Friday, February 11**. Drs. Ken Ender and Kim Sepich from the Belk Center will facilitate the meeting. We hope as many of you as possible will participate in that meeting, which will take place from 8:30 a.m. to 2:30 p.m. in Wayne West 322.

T.A. Loving has begun work on **Phase II of the campus walking trail**, which will carry the current segment of trail eastward behind the McGee Building and up to Arendell Street and northward from the kayak launch to NCMARTEC. We are currently raising funds for Phase III.

Next week, the Foundation is sponsoring a free film as part of their Sound Discoveries Lecture and Film Series. **Captain Scott B and the Great Adventure** is a great Valentine's week story of a daughter's love for her father. Filmmaker Betsy Bertram from Beaufort will premier this documentary about her father, who died from cancer. The College's Baking and Pastry Arts program is making one of Betsy's father's cherished recipes for Coca Cola Cake Roll to be served at the event.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: February 1, 2022
SUBJECT: Corporate and Community Education Board Report

Our Basic Skills area is seeing an increase in enrollments in our English as a Second Language class, Adult High School, and High School Equivalency classes.

Ms. Betsy DeCampo, Coordinator of Customized Training, retired this month. Ms. DeCampo worked at the college for 20 years in the Corporate and Community Education Division. I want to acknowledge Ms. DeCampo's outstanding contribution to the college and our students.

The Corporate and Community Education internal accountability plan requirement is to report the internal audit results to the Board of Trustees. For fall 2021, all staff exceeded the required visitation percentages and found classes meeting as scheduled with good attendance.

For ME (Minority Entrepreneurship) Networking Group has scheduled a Small Business Vendor Expo Feb. 26, 11 am – 3 pm. The event will be held in the parking lot in front of the McGee Building and is free for businesses to participate. This expo will allow Carteret County small businesses to display and market their products or services.

We are offering two Small Business Academies this Spring semester, which are for budding entrepreneurs or an early-stage business looking for support to take the business to the next level. This is an interactive, hands-on course that instructs students on developing a business plan, marketing, pricing, and basic bookkeeping. The Small Business Academy will help develop entrepreneurial talent through action learning and foster sustainable businesses.

A Medication Aide class is scheduled to start in February. This class certifies Nursing Assistants to dispense medicine to patients. Completion of this class will provide Nursing Assistants with additional certification.

Massage therapy started with solid enrollments. As a result, we are working with several employers interested in hiring graduates.

The WIOA program currently serves 50 participants across the three program areas, Youth, Dislocated Worker, and Adult. We have established new subsidized work experiences that enable more students to go to work and start building their work skills in a local service agency, nursing home, and a local police agency. The WIOA Team will assist the NC Works Career Center with two upcoming hiring events with the NC Ferry Division and the Department of Public Safety.

We have partnered with Divers Alert Network to offer Coast Guard-approved First Aid & CPR for students enrolled in our Captains classes and licensed captains needing to recertify.

Have added new classes to be offered through our Life Enrichment Department. Those classes are, Tai Chi for Seniors and Yoga at Western Carteret Learning Center. In addition, Metal Art, Pickleball and Paddle Board for Beginners on campus.

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 2/2/2022
SUBJECT: Board of Trustee 2/8/2022 Meeting

At the time of this meeting, we will be 5 weeks in to the curriculum Spring 22 semester. Late start classes have begun, and enrollment into 2nd 8 weeks and late modular classes is still ongoing. We continue to enjoy enrollment growth into the spring!

- CCP enrollment has risen from Fall 21, with 262 students to Spring 22, with 296 students. Spring 22 (still registering!) Breakdown of CCP total enrollment by school:
West 38.5%, Croatan 31.5%, East 21%, Other (private school and homeschool) 9%
- Retention Services have been taxed by the influx of new students. Under a new grant, the Longleaf Commitment Student Support Services Grant, our Retention office has hired a full time Retention Coach. During January, this coach reached out to 201 students by phone and in person for coaching sessions. We were able to report that of the 173 students our Coach worked with in December, 61% of those students passed ALL of their classes. 82% of them passed at least ½ of their classes. 75% of those students enrolled for the spring semester. To understand how impactful these numbers are, you should know that all of our Retention Coach's caseload of students are identified as high-risk students who had low GPA's and/or poor attendance alerts.
- There is a full roster of recruiting events for Spring! All 8th graders in Carteret County will have the chance to come for a tour of our campus.
 - Feb 4th – Middle School Forensics Day (8:30-9:15 Joslyn Hall then rotating through WW216, WW217, WW218, WW322)
 - Feb 8th – Newport Middle 8th Grade tours (begin in Joslyn Hall 8:30AM)
 - Feb 9th- Newport Middle 8th grade tours (begin in Joslyn Hall 8:30AM)
 - Feb 15th – Broad Creek Middle 8th grade tours (begin in Joslyn Hall 8:30AM)
 - Feb 16th – Broad Creek Middle 8th grade tours (begin in Joslyn Hall 8:30AM)
 - Feb 17th – Broad Creek Middle 8th grade tours (begin in Joslyn Hall 8:30AM)
 - Feb 18th – Middle School Health Science Day (Joslyn Hall 8:20-9 then rotating through WW 123, 225, 129, 119, 222, 215, 122A)
 - Feb 25th – Middle School IT and Fine Arts Day (rotating through WW322, WW323, WW326, WW 330)
 - March 1 – Morehead Middle 8th grade tours (begin in Joslyn Hall 8:30AM)
 - March 2 – Morehead Middle 8th grade tours (begin in Joslyn Hall 8:30AM)
- Our Horticulture program is planning a new partnership with Carteret County Public Schools Exceptional Children's Program. In the fall of 2022, our College will offer this population of high school students the opportunity to participate in the Landscape Technology (LST) program and earn a college credential focused on plant and landscape maintenance. This program follows our Food Service Technology (FST) model and allows these students to earn a college credential directly tied to employability skills in a field in which our county is experiencing a labor shortage. The LST proposal will come before the BOT Curriculum subcommittee next month.

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: February 2, 2022
SUBJECT: Board of Trustee February 8, 2022 Meeting

Capital Campaign – To-date \$4,000,569 has been raised/pledged.

To-date Event Fundraising and Donation & Resale Program revenue for this fiscal year is: \$207,175.29; 57.17% of total year budget goal.

Annual Fund Participation

- Employees – 82%
- Board of Trustees – 50%
- Board of Directors – 27%

Community Relationship and Current Activities:

Carteret County Master Gardener’s Association has created a new annual scholarship for the Horticulture Program; \$1,000 annual scholarship for a student.

A community donor recently established the Carteret CC Foundation (Culinary Program Fund) to be the beneficiary of their estate legacy giving plans.

Events

- Sound Discoveries – A Lecture & Film Series presents Captain Scott B and the Great Adventure. Special screening of the film and Q&A with the film’s producer and main subject, Betsy Bertram. February 17th at 6:30 pm in Joslyn Hall. Free to the community.
- Escoffier Dinner – February 22nd (Sold out), Hospitality & Culinary Arts Center

Grants

The table below is a list of current grants in progress or pending award notification.

Grantor	Purpose	Amount Requested	Pending	Awarded	Not Awarded
USDA Distance Learning and Telemedicine Grant	Classroom upgrades and equipment	\$960,546		\$960,546	
USDA Agriculture and Food Research Institute Education and Workforce Development	Aquaculture	\$481,475		\$481,475	
Anonymous	Trail	\$125,000		\$50,000	
SAIHE	Financial Aid grants	\$387,000	\$387,000		
State Library of North Carolina	Library equipment	\$25,000		\$25,000	
USDA Distance Learning and Telemedicine Grant	Classroom upgrades and equipment	\$585,074		\$585,074	
Trust	Culinary Building Name	\$1,500,000			\$1,500,000
Big Rock	trail (naming rights)	\$200,000		\$100,000	
2021 Women's Fund of North Carolina	Crucial Conversations training	\$5,000			\$5,000
2021 Carteret Community Foundation	Lecture Series	\$5,000	\$5,000		
Racial Equity for Adult Credentials in Higher Ed (REACH)	initiative to support colleges in increasing credential completion for adults from communities of color in North Carolina	The \$500,000 from the Lumina foundation will be distributed to participating NCCCS after a needs assessment is complete.		The \$500,000 from the Lumina foundation will be distributed to participating NCCCS after a needs assessment is complete.	
NRA State Grant	Turning Target System for firing range	\$140,000			
Beaufort Ole-Towne Rotary	capital campaign	\$5,000		\$5,000	
PBMares Cares	Minority Entrepreneurs	\$10,000		\$10,000	
Cannon Foundation	Trail	\$204,000	\$204,000		
Totals		\$4,633,095	\$596,000	\$2,217,095	\$1,505,000

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: February 1, 2022
SUBJECT: Board of Trustee February 2022 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Chair, Public Services Technology	Susan McIntyre	Use interim during spring and re-advertise
Admin Assistant II (full-time)	J. Salter/B. Piner	Posted internal only 12/9; reviewing applications now
Event & Sponsorship Coordinator	Jenn Mull	2 nd Interviews 2/2
Dean, Student Services	Dana Merck	Posting closes 2/11
Admissions Officer	Laureel Butler	On hold pending internal review & new Dean, SS
Registrar, CCED	Penny Witherington	Coordinating posting announcement with VP, CCED
Coordinator, Business & Industry	Betsy DeCampo	Coordinating posting announcement with VP, CCED

*Excludes Adjunct part-time, temporary job postings

Historical Data:

Fiscal Year	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017
New Permanent Hires	23	26	17	27	5	12
Internal Transfer/Promo	3	7	7	1	6	3
Total Hires	26	33	24	28	11	15
Retirement	8	10	6	2	4	4
Resignation	7	9	12	14	5	11
Involuntary resignation	3	4	2	3	1	3
Total Terms	18	23	20	19	10	18

Employee Headcount and Turnover

January Headcount		January Turnover	YTD FY22 Turnover	Turnover Rate
F/T Perm Faculty	63	0.60%	10.85%	FY21: 13.35%
F/T Perm Staff	99			FY20: 8.48%
P/T Perm Faculty	2			FY19: 10.66%
P/T Perm Staff	2			FY18: 6.49%
Total Perm	166			FY17: 10.98%
Total Payroll	332			

Recent Employee Departures

Position	Name	Date
Coordinator, Business & Industry	Betsy DeCampo	1/31/22

Additional Item:

Launched the first Cohort of Crucial Conversations Training on 1/28/22; starting with 11 Cabinet members. “Crucial Conversations Training teaches people how to achieve alignment and agreement when stakes are high, opinions vary and emotions run strong. With skills to speak their minds honestly and respectfully, people collaborate better, make better decisions and foster workplace cultures of trust, safety, respect and responsibility.” The College has invested in this critical skills training for all permanent employees, with a plan to have as many as can attend complete the 12-hour program by the end of the spring semester.

TO: Carteret Community College Board of Trustees
FROM: Faculty Executive Committee (FEC)
DATE: Date: January 27, 2022
SUBJECT: Board of Trustee February Meeting

- The Carteret Community College (CCC) Faculty Executive Committee (FEC) is pleased to report that in addition to the normal duties of facilitating student learning and success, faculty showed up and participated in the most recent Martin Luther King Jr. Day of Service. Faculty packed care bags for the MirlAM Shelter; donated various items to - The Carteret County Humane Society and our own campus food pantry, "The Galley".
- FEC in collaboration with the leadership of the Student Government Association (SGA) presented our nominees for the Dallas Herring and Robert Scott Annual Awards.
- FEC is working with our Vice President of Instruction and Student Services (VPISS) to bring back two key pieces of software, faculty requires. They are (a) TURNITIN and (b) RESPONDUS LOCKDOWN BROWSER. Both technology tools are useful in enhancing faculty performance. Turnitin allows for quick turnaround time on grading papers, thus timely feedback to students, as well as plagiarism identification, capture and effective reduction, among other things. The lockdown browser allows for online monitoring/proctoring by detecting and flagging certain activities during online examinations, thus reducing cheating in various forms.
- The FEC is collaborating with the leadership of our SGA in an effort to research recycling practices at CCC and the wider community of Carteret County and devise a plan to promote true recycling on campus. The idea is to create a fish/marlin shaped receptacle, to be located somewhere along our new walking trail for folks to put recyclables.
- FEC is planning on exploring and creating a leaner syllabus template for our students, removing college policies that are found elsewhere. The aim is to make the syllabus relate directly to specific disciplines/programs. The hope is that less pages will invite and encourage more students to read and be informed.
- Discussions have started with the VPISS to launch a summer Chairs Academy to inform and educate new and serving program Chairs in the processes of budgeting, ordering, scheduling, Curriculum Review Committee (CRC) activities etc. and how to navigate their various responsibilities.
- Transfer and non-transfer programs faculty are collaborating across programs/disciplines, promoting learning, cross-referencing, encouraging and engaging students to work together on related projects outside of their specific areas of study.
- FEC is planning on having a Q and A session with our VP of Finance to discuss the uses and expenditures of students' fees.

Prepared by: V. Caz Chambers.
FEC Chair.
21/22.