



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 8, 2023, at 9:00 AM, McGee Boardroom**

AGENDA			
I.	*	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.		FOUNDATION CHECK PRESENTATION A. JoAnn Offutt Memorial Scholarship for Radiography	Chair Darden Dr. Elizabeth D'Angelo
III.		RECOGNITIONS A. Trustee Emeritus B. Special Commendation C. Student Recognition	Chair Darden Chair Darden Trustee Bill Henderson Dr. Maggie Brown
III.	*	APPROVAL OF AGENDA	Chair Darden
IV.	*	APPROVAL OF MINUTES (January 11, 2023 Attachment 1 ; January 17, 2023 Personnel, Policies, & Bylaws Attachment 2)	Chair Darden
V.		CHAIR REPORT	Chair Darden
VI.		COMMITTEE REPORTS A. Personnel, Policies, and Bylaws Committee	Chair Darden Trustee Mary Charles Jenkins
	*	1. Revisions to BOT Policies-Second Reading 2. Barwick Award	
VII.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 3,4,5,6,7,8,9,10,11,12,13) C. Faculty Executive Committee	Chair Darden Trustee Mary Charles Jenkins Dr. Tracy Mancini Ms. Christine Turner
VIII.		BOARD COMMENTS	Chair Darden
IX.		ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
	Escoffier Dinners-register here		Hospitality & Culinary Arts Center
February 7, 2023	12-week courses begin		
February 10, 2023	Photography Open House	7:00-8:00PM	Wayne West, room 320
February 17, 2023	ZuZu African Acrobats, purchase tickets here	6:00 PM	Joslyn Hall
February, 22,2023	Board Retreat	8:00AM-12:00PM	McGee Boardroom
March 8, 2023	B term courses begin		

CARTERET COMMUNITY COLLEGE

MINUTES OF MEETING

JANUARY 11, 2023

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 11, 2023, at the Historic Camp Glenn/Foundation Building on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mrs. Melodie Darden, Chair
Dr. Wrenn Johnson, Vice Chair (Zoom)
Mr. Doug Brady (Zoom)
Mr. Robin Comer (Zoom)
Mr. Bill Henderson
Ms. Penny Hooper

Mrs. Mary Charles Jenkins
Ms. Rosa Langston
Ms. Dee Meshaw
Mrs. Catherine Parker
Mr. Doug Starcke

Trustees Absent

Mr. David Long (Excused)

Student Government Association Absent

Mr. Anthony Pile, 2022-2023 SGA President

Administration Present

Dr. Tracy Mancini
Mr. Perry Harker
Dr. Maggie Brown
Mr. Steve Sparks
Ms. Brenda Reash
Ms. Logan Okun
Ms. Amanda Bryant
Mr. Jonathan Tyndall

President
Vice President, Corporate & Community Education
Vice President, Instruction & Student Support
Vice President, Operations & Facilities
Executive Director, Foundation
Director, Marketing & Public Information
Director, Human Resources
Director, Institutional Effectiveness

College Employees Present

Mr. Richard Abell
Ms. Elizabeth New
Mr. Billy Hurley

Director, Security & Emergency Preparedness
Director, Admissions & Enrollment
FEC Representative

Guests Present

Ms. Christine Lamb

President, Beaufort Ole Towne Rotary

Mr. Stan Lamb
Ms. Cheryl Burke

Beaufort Ole Towne Rotary
Carteret News-Times

A. Ethics Reminder

Chair Melodie 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.

FOUNDATION CHECK PRESENTATION

Chair Darden advised the board that the Beaufort Ole Towne Rotary club has supported the students with more than \$50,200 dollars in scholarship funding since 2011. They have completed their campaign pledge of \$5,000. Ms. Christine Lamb, President of Beaufort Ole Towne Rotary, and Mr. Stan Lamb presented the check to the board. Chair Darden thanked them for their generous donation.

APPROVAL OF AGENDA

Chair Darden presented the January 11, 2023 agenda for approval by the Board.

Ms. Dee Meshaw made a motion to approve the January 11, 2023 agenda as presented. Mrs. Rosa Langston seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF MINUTES

Chair Darden presented the November 9, 2022 minutes, November 14, 2022, Personnel, Policies, & Bylaws minutes, and November 29, 2022 Curriculum and Special Board meeting minutes for approval by the Board.

Mrs. Mary Charles Jenkins made a motion to approve the minutes from November 9, 2022, November 14, 2022, and November 29, 2022 meetings as presented. Ms. Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Trustee Comer commented that he was at the November 9, 2023, meeting in person and not Zoom. He asked if the minutes could be changed to reflect that. Trustee Henderson made a motion to amend this. It was seconded and passed unanimously by voice vote.

CHAIR REPORT

Chair Darden said she and Trustee Jenkins attended the Carteret County Commissioners meeting on January 9 to hear Dr. Mancini present about Carteret Links.

Chair Darden announced that Carteret CC has been selected to have an eight-week Construction Academy.

Chair Darden said she enjoyed serving at the Employee Holiday Brunch. The food was great and the brunch was lots of fun.

Chair Darden reminded the board that there were still a few tickets left for the Escoffier Dinners. The January dinner has sold out but there are available tickets for February, March, and April.

On Friday, January 13, 2023, Dr. Mancini and others from the College will be visiting Wayne Community College to look at their Automotive Building. There is still room for any of the trustees to attend.

January 25-27, 2023, the College will host the NCACCP Winter Quarterly Meeting.

Chair Darden advised that the gym is completed in the BLET building and after the meeting, Dr. Mancini will be taking a tour of the gym.

NEW EMPLOYEES

A. Gemma McLaughlin, Todd Foster

Mr. Steve Sparks recognized Mr. Luther Curtis to introduce the 2 new employees in Operations and Facilities, Ms. Gemma McLaughlin and Mr. Todd Foster. Ms. McLaughlin is the newest custodian and doing an outstanding job. She said she was very glad to be at the College.

Mr. Foster moved into Operations and Facilities from the Foundation and will be working with Jeremy Thompson's team. Mr. Foster is a Facility Maintenance Technician and is enjoying his new job.

B. Tamasa Harden, Grant Seaton

Dr. Maggie Brown introduced Ms. Tamasa Harden who is new to the Cosmetology program. Ms. Harden said she was glad to be at the College. She started out as an adjunct instructor and is now full-time.

Mr. Seaton is an Automotive/Diesel Instructor who started out as a student at the College and is now an instructor.

PRESENTATIONS

Ms. Elizabeth New, Director of Admissions and Enrollment, presented about the Curriculum Admissions at the College. There was some discussion between Ms. New and the Board.

Dr. Maggie Brown gave an update on Math and English Performance Measures. She told the Board that since the 2018 cohort, the College has implemented Guided Pathways for success, placing math and English within the first year. There was some discussion between the Board and Dr. Brown.

COMMITTEE REPORTS

Trustee Jenkins was recognized to report from the Personnel, Policies, and Bylaws Committee. She advised the committee at the November 14, 2022 meeting they worked on a review of the Bylaws and a general cleanup. Trustee Henderson questioned about Regular Meetings in the Bylaws and if the Board was restricted to where they would meet. He advised the Board that they have met at other places before and Trustee Henderson recommended that they make the change to meet within the County. He also said under the Oath of Office to remove regular Board Meetings and add Special Board Meetings.

A motion was made in favor of accepting these corrections and passing the Bylaws revision. The motion passed unanimously by voice vote.

Trustee Jenkins updated the Board on the Governing Policies of the Board. This was the first reading today. She explained that these Policies were adopted last spring but the Personnel, Policies, and

Bylaws Committee had corrected grammar, added gender-neutral pronouns, and a general cleanup of the Policies. Trustee Jenkins said the committee would make corrections based on the regular meetings to match the change they had just made in the Bylaws. At the February 8, 2023 meeting, there will be a second reading of the Policies.

OTHER REPORTS

A. Trustee Jenkins said at the Foundation meeting there was a presentation of the Foundation's Audit Review. She reminded the Board of the upcoming events at the College:

- January 20-Mary Mikels Concert at Joslyn Hall
- Escoffier Dinners-January is sold out but there are tickets for the others
- January 25- Blood Drive at Hospitality and Culinary Arts Center
- February 17-Zuzu African Acrobats performing in Joslyn Hall

Trustee Jenkins challenged the Board to donate to the College. This can be done online or use the form that was provided. Foundation Director, Brenda Reash, commented about the donations. Ms. Reash reminded the Board about Mitch Mangum Scholarship.

B. Dr. Mancini advised the Board that classes had started on January 9 and the SGA provided breakfast for the students. She said enrollment numbers were strong; about 3% below Spring numbers but confident that the numbers were good. She commented that it is difficult to track Continuing Education because they start at different times during the semester. The Fall numbers were up about 3.5% in Basic Skills and in the Corporate and Community Education Plan Audit that all staff exceeded.

She advised the Board that the Foundation had finalized a \$100,000 donation to name the Radiology Lab. The College also completed BLET Building improvements in December with new gym equipment. On January 4, the Educational Walking Trail was completed. Both College employees and community members are enjoying it. The College will conduct a litter cleanup at Fort Macon on Monday, January 16 for the third annual Martin Luther King, Jr., Day of Service. The NC Association of Community College Presidents will hold their winter conference at the College on January 25-27.

BOARD COMMENTS

Trustee Jenkins was excited about the Trade Certifications in Perry Harker's report and proud that the College could be a part of this.

Trustee Doug Starcke commented it was a great meeting. He especially liked the College and Career Promise and the collaboration here.

Trustee Doug Brady also said it was a good meeting and he appreciated the presentations. He thanked Trustee Jenkins for doing a good job on the Bylaws. He also encouraged the Board to attend the Mary Mikels Concert on January 20.

Trustee Robin Comer appreciated everyone's effort on the presentations.

Trustee Penny Hooper agreed with all that had been said. She thanked Dr. Brown for her presentation.

Trustee Catherine Parker said she really enjoyed both presentations.

Trustee Rosa Langston was excited about all the great things going on at the College. She is learning some new things from Dr. Brown, she thought the Personnel, Policies, and Bylaws Committee was a good group, and she was overjoyed about the Construction Academy.

Trustee Dee Meshaw said she agreed with all the previous comments. She was thankful to the Beaufort Ole Towne Rotary and its contributions.

Chair Melodie Darden appreciated the Performance Measures. She thanked Trustee Jenkins and all the time that she had put into Bylaws and the Policies-they are definitely an improvement.

Trustee Langston challenged the Board to donate.

CLOSED SESSION

Chair Darden asked for a motion to go into a closed session.

Trustee Langston made a motion to go into closed session in accordance with NCGS 143-318.11 (a) (1) and (a) (2). Trustee Dee Meshaw seconded the motion. Without further discussion, the motion passed unanimously by voice vote at 10:40 a.m.

Those asked to stay included Ms. Logan Okun and Mrs. Laura Sullivan.

The Board came out of a closed session at 11:13 a.m.

ADJOURNMENT

Chair Darden asked for a motion to adjourn.

Trustee Dee Meshaw made a motion to adjourn. Trustee Catherine Parker seconded the motion. Without further discussion, the motion passed unanimously by voice vote at 11:13 am.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board of Trustees

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

Date

Melodie Darden, Chair of the Board of Trustees

Date

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CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

PERSONNEL, POLICIES, & BYLAWS COMMITTEE

MINUTES OF MEETING

JANUARY 17, 2023

CALL TO ORDER

Following proper notification, Trustee Mary Charles Jenkins, Personnel, Policies, & Bylaws Committee Chair, called the meeting to order at 10:03 a.m. on Tuesday, January 17, 2023, in the Henry J. McGee Boardroom, Carteret Community College, Morehead City, North Carolina.

Personnel, Policies, & Bylaws Committee members Present:

Mrs. Mary Charles Jenkins, Chair
Mrs. Melodie Darden, Ex-Officio
Ms. Penny Hooper
Mrs. Rosa Langston

Administration/Others Present:

Dr. Tracy Mancini, President
Mrs. Laura Sullivan, Executive Assistant to the President/Assistant Secretary to the Board

APPROVAL OF AGENDA

Chair Mary Charles Jenkins presented the January 17, 2023, agenda for approval by the committee.

Trustee Penny Hooper made a motion to approve the January 17, 2023, agenda. Trustee Melodie Darden seconded. The motion passed unanimously by voice vote.

A motion was made by Trustee Hooper to amend the agenda to remove the APPROVAL OF MINUTES. Trustee Darden seconded the motion. The motion pass unanimously by voice vote.

REVIEW OF REVISED POLICIES

The Committee discussed corrections that needed to be made to the Governing Policies. Trustee Darden talked in general terms about how the Policies read. She said the distinction was not clear between the Bylaws and the Policies and Procedures. She commented that this would be good to clarify at the February 22, 2023, Board Retreat.

Dr. Mancini asked if attendance should be in the Policies. Trustee Langston said that it is in the State Policies. Chair Jenkins said this would be discussed at a later time.

BARWICK AWARD

The Committee looked at the most recent form and made updates to it. The Committee will go over nominations when they are submitted, make recommendations to the full Board in a closed Session on March 8, 2023 for a vote. The Committee decided to meet for a Barwick Award review on March 1, 2023.

BOARD SELF-ASSESSMENT INSTRUMENT REVIEWS/EDITS

Ms. Sullivan will email the committee a copy of the most recent Board self-assessment so they can look over before the next meeting.

PRESIDENT EVALUATION SURVEY REVIEW/EDITS

Ms. Sullivan will email the committee a copy of the most recent president evaluation survey. Dr. Mancini advised the committee that she was working on dashboard data with Mr. Jonathan Tyndall and will be providing a report. The committee will go through the expectations of the President and make sure it corresponds with the survey.

OTHER BUSINESS

Chair Jenkins said that Ms. Sullivan will clean up the Barwick Award nomination form from the corrections the committee has recommended. Once that is done, Ms. Logan Okun, will upload the form to the website and it will be emailed out to various civic clubs, non-profits, churches, etc.

Chair Jenkins went over the upcoming dates with the committee.

ADJOURNMENT

There being no further business, Trustee Hooper made a motion to adjourn the meeting. Trustee Langston seconded the motion. The motion passed unanimously by voice vote and the meeting was adjourned at 11:38 a.m.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant to the Board
January 30, 2023

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

Date

Mary Charles Jenkins, Chair of Personnel, Policies, & Bylaws

Date

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TO: Carteret Community College Board of Trustees

FROM: Dr. Tracy Mancini, President

DATE: February 1, 2023

SUBJECT: Board of Trustees February 8, 2023, Meeting

It has been a busy month since we last met. The College successfully hosted the NC Association of **Community College Presidents'** conference January 25-27. Almost all of the 58 presidents, members of the State Board of Community Colleges, System Office leaders, speakers, and sponsors enjoyed the hospitality of Carteret CC faculty, staff, and students. I have received several emails from presidents who remarked about the welcoming feel of our campus and the sense of teamwork they perceived among all they encountered.

This will be the last Board of Trustees meeting for VP of Operations and Facilities **Mr. Steve Sparks**, who retires March 1. Mr. Sparks has done an outstanding job during his ten years at Carteret Community College, capping a successful career in higher education facilities oversight and capital improvements. He has been a critical member of the College's leadership team, especially through the construction of the Hospitality and Culinary Arts Center, Big Rock Career Center, living shoreline and walking trail, McGee roofing project, BLET and firing range renovations, and tornado and hurricane repairs. He is definitely leaving this campus better than he found it, and we will truly miss his organization and leadership. We are in the process of hiring a new director of Facilities and Operations and hope to be able to announce that hire by the time Mr. Sparks retires.

On the Curriculum side of instruction, our **Emergency Medical Services—Paramedic** program received initial **accreditation** through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This national accreditation will allow our graduates to sit for a national certification that is portable from state to state, which can benefit military spouses who may need to move if their spouse is deployed. This process has been in the works for many years and involved a lot of paperwork, attention to detail, and preparation/execution of site visits from CAAHEP. Our EMS chair **Christine Turner** and instructor **Sherri Taylor** have done a great job on this, and the accreditation will distinguish Carteret CC for recruiting purposes.

In addition, the **Paralegal Technology** program and chair **Rhonda Bagshawe** have received approval to begin offering a **Legal Studies Pathway** for Career and College Promise (dual enrolled) students, creating another career exploration and certification option for high school students. Carteret CC's Paralegal program is accredited by the **American Bar Association (ABA)**, which distinguishes it from many other programs in the state.

New **retention data** produced by our director of Institutional Effectiveness and Research **Jonathan Tyndall** indicates that fall-to-fall retention for full-time, first-time students in 2020-2021 was 71% (a significant increase from 50% in 2019-2020). The part-time, first-time student retention rate also rose to 50% (from 35% in 2019-2020). Instruction and Student Support have focused on retention strategies, and they are working. Likewise, in Corporate and Continuing Education, we saw a 6% increase in FTE from fall 2021 to fall 2022.

The purchase of 103 S. Lockhart Street in Morehead City was completed and deed recorded on Wednesday, January 25.

The Executive Leadership Council (senior team) held a retreat February 2 and 3.

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TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 1/30/2023
SUBJECT: Corporate and Community Education Board February Report

Our Basic Skills area is seeing an increase in our English as a Second Language and Adult High School enrollment. We have enrolled sixty-six Adult High School students for Spring 2023. We expect the Adult High School numbers to increase when we begin Session II classes later in the semester.

We continue to promote Apprenticeship opportunities with local companies. For example, we have placed a student enrolled in our Hospitality program as an apprentice at a local hospitality business. We partnered with ApprentencshipNC to access funds to support this placement. These funds will cover the cost of two years of college, reimbursement to the company for any onboarding expenses incurred during the first year of employment, and reimburse 50% of the student/employee's first-year salary.

We completed six "Introduction to Lean" classes at Vener Technologies Inc. for production line employees. We have several more classes planned during the first quarter of 2023.

In partnership with the NC Department of Labor, we scheduled OSHA 10 certification for Construction companies in March and for General Industry companies in April. Department of Labor will facilitate the training.

Our Life Enrichment Program continues to partner with the Leon Mann, Jr. Senior Center to offer on-site classes to the community. We have recently added "Learn Bridge in a Day" and iPhone and iPad Basics for Seniors.

We conducted Captains 100 Ton Master and Assistance Towing licensing course for active duty USCG personnel at USCG Special Missions Training Center, Camp Lejeune, in January 2023. Additionally, we often receive requests to bring our Captain's training to many of our state's various Coast Guard Bases throughout the year.

We partnered with the American Boat and Yacht Council (ABYC) to offer marine systems training and certification for local marine technicians. We are exploring offering additional classes this semester.

We continue to provide classes at MirIAM, a women's residential substance abuse recovery center. In addition, many residents are working with our admissions team to enroll in college after graduating from the residential program.

We have scheduled an Emergency Medical Technician certification class to begin this semester. There are 23 students enrolled in this initial spring course.

In January, the Small Business Center arranged speakers for NC Sea Grant's Fish Camp at the Trinity Center. This year our SBC Director Brandy Bell spoke about the Small Business Center Network while SBC adjuncts presented about taxes and financial planning for small business owners.

The Small Business Center Network, at its annual meeting in November, recognized Brandy Bell as Rookie of the Year for the Small Business Center Network. Each year the Network recognizes a Small Business Center Director who has been in the role for no more than two years.

The WIOA program has twenty-four new participants enrolled in the program to date. In addition, we continue to serve forty-three carry-over participants. Recent success stories include two underemployed participants who completed the CDL program in December of 2022 and are now working successfully in their field with family-sustaining wages.

We are partnering with NCWorks to host a Job Fair with the NC Ferry System on February 20, 2023. This will be the third year we have partnered with the NC Ferry System to host Job Fairs.

In January, we held a CDL class at Atlantic Airfield for seven federal contractor Huntington Ingalls employees out of Virginia Beach, Va.

We completed CDL Passenger C endorsement training and certification for employees of the Carteret County Area Transportation System (CCATS).

Carteret Community College is one of ten pilot colleges selected by NC Community Colleges to receive state funds to develop and implement a construction Trades Academy. As a result, we will receive \$70,000 to support two eight-week construction trades academies.

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TO: Carteret Community College Board of Trustees

FROM: Maggie Brown, Vice President of Instruction and Student Support

DATE: 01/30/23

SUBJECT: Board of Trustee 02/08/23 Meeting

I am pleased to share with you that I will be representing Carteret CC on the NCCCS/UNC System Transfer Advisory Committee (TAC). The committee exists in order to meet the State Legislative mandate that the Community College and North Carolina University Systems cooperate and periodically review transfer courses and procedures with the goal of easing transfer for community college graduates applying to UNC System universities. There are four Community College seats on the committee and four University seats. I will serve on this committee until 2027. Dr. Tracy Mancini previously served as co-chair on the committee.

- At the time of this report, we are about 1% behind enrollment as compared to this time frame in Spring '22. 12-week courses are still enrolling and begin Feb 7th. 2nd 8 week classes start March 8th.
- Our Paralegal program has an exciting new development that will come before our BOT and CRC committee. We have never before had a Career and College Promise pathway for paralegal due to our status as an American Bar Association accredited program. However, through the diligent work of our new lead instructor, Rhonda Bagshawe and her Chair, Amy Snider-Wells and Dean of Applied Sciences, Nicole Thompson, we have presented a proposed dual enrollment certificate in Legal Studies which has the stamp of approval of the ABA. We should have the certificate moved through our internal approvals and ready to start in Fall '23.
- With our on campus welding shop in high demand through our curriculum and continuing education offerings, our lead Welding Instructor, Steve Martin and Dean Thompson worked with Croatan High School staff and now have 14 CCP students enrolled in WLD 115 with our instructor on site at Croatan High School. Due to the early success of the students and their interest in continuing the program, we are exploring options to offer more of the CCP Welding certificate on that site.
- January 30th and 31st, 27 Carteret County middle and high school counselors, Career Development Coordinators, and Board of Education administrators participated in professional development on our campus. Topics included CCP eligibility, student support services, program tours, and an introduction with our Food Service Technology and Landscape Technology instructors and students.
- Our College was just notified that our Emergency Medical Science degree program now has Commission on Accreditation of Allied Health Educations Programs (CAAHEP) approval. The CAAHEP accreditation is a national program accreditation that validates our paramedic program is in compliance with the national education standards. Graduates of CAAHEP accredited programs are eligible to apply to complete the National Registry of EMTs paramedic credentialing exam which is accepted nearly nationwide. This accreditation also keeps us in compliance with NCOEMS ruling that effective January 1, 2023 which states that any institution wishing to conduct a paramedic course must have received accreditation or possesses a Letter of Review for accreditation in order to offer paramedic classes.

- Carteret CC has nominated several very deserving students for the annual NCCCS awards. These students' nomination packets will be compared against other nominations from the 58 CC's.
 - Academic Excellence: this is the highest academic honor the NCCCS can bestow
Carteret CC nominee Norah Patterson, Associate in Science
 - Dallas Herring Achievement: criteria includes exemplary achievement
Carteret CC nominee Mya Pope, Associate in Arts
 - Governor Robert W. Scott Student Leadership: criteria includes student leadership and service
Carteret CC nominee Anthony Pile, SGA President, Associate in Science

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TO: Carteret Community College Board of Trustees

FROM: Matt Banko, Vice President of Finance & Administrative Services

DATE: January 30, 2023

SUBJECT: Board of Trustee February 8, 2023 Meeting

Budget and Expenditure Update

- State and County expenditures are in-line with allocations and projections.
- Total state expenditures totaled \$8.7M or about 56.8% of state allocations as of January 30
- County operating expenditures totaled \$1.7M or 60.8% of the FY-23 allocation
- County capital projects expenditures along with property acquisition totaled \$618,318
- The Business Office has completed the federal regulatory reporting (W-2's, 1099's, 1098-T's)
- The tables below summarize actual to budget amounts for State, County and Institutional Funds by purpose through January 30, 2023:

		State		
		<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$ 3,474,845	\$ 1,938,180	55.8%
2XX	Curriculum Instruction	6,998,746	4,143,857	59.2%
3XX	Continuing Education	1,889,552	1,042,007	55.1%
4XX	Academic Support	1,107,798	654,884	59.1%
5XX	Student Support	1,397,581	706,180	50.5%
9XX	Equipment/Capital	517,287	258,074	49.9%
Totals:		<u>\$ 15,385,809</u>	<u>\$ 8,743,182</u>	<u>56.8%</u>

		County		
		<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$ 404,521	\$ 281,642	69.6%
6XX	Plant Operations & Maintenance	\$ 2,441,479	1,448,300	59.3%
9XX	Capital Outlay	\$ 1,000,000	618,318	61.8%
Totals:		<u>\$ 3,846,000</u>	<u>\$ 2,348,260</u>	<u>61.1%</u>

		Institutional		
		<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$ 1,062,000	\$ 524,571	49.4%
2XX	Curriculum	573,000	359,845	62.8%
3XX	Continuing Education	200,000	158,497	79.2%
4XX	Academic Support	225,000	81,842	36.4%
5XX	Student Support	623,000	405,834	65.1%
7XX	Proprietary/Other	200,000	167,477	83.7%
8XX	Student Aid	3,410,000	1,517,976	44.5%
9XX	Capital Outlay	1,650,000	344,384	20.9%
Totals:		<u>\$ 7,943,000</u>	<u>\$ 3,560,426</u>	<u>44.8%</u>

Financial Services

Campus Information Technology


- Current Projects
 - Rural Broadband Project – Site survey completed by NCDIT on January 26 for fiber infrastructure. Results forthcoming.
 - Starting Destiny One with cohort of 5 Colleges for Continuing Education
 - An Intern from Croatan HS started on January 30
 - USDA equipment utilized for Carteret Links

Emergency Preparedness and Security

- Updating the Emergency Operating Plan. Draft under review by 3 committees
- Evaluating door access systems and alert systems for upgrades
- Provided orientations for High School Equivalence (HSE) and Adult High School (AHS)

COVID-19/HEERF Funding

- Table below is an update on HEERF funding, expenditures and remaining balance as of 1/30/23:

 CARTERET COMMUNITY COLLEGE	Student Emergency Relief	Institutional Portion COVID-19 Emergency Relief Grant	Strengthening Institution Program (SIP)	Supplemental Assistance to Institutions of Higher Education Program (SAIHE)
Deadline to Spend Funds	June 30, 2023	June 30, 2023	June 30, 2023	June 30, 2023
Total Award	\$2,455,407	\$3,134,876	\$242,415	\$484,461
Total Funds Spent or encumbered (as of January 30, 2023)	\$2,455,407	\$2,967,879	\$242,415	\$359,563
Remaining Funds	\$0	\$166,997	\$0	\$124,898

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TO: Carteret Community College Board of Trustees
FROM: Steve Sparks, Vice President, Operations and Facilities
DATE: January 30, 2023
SUBJECT: Board of Trustee February 8, 2023 Meeting Date

- Arendell Engineers has all relevant information to move forward with the Firing Range design, scope of work, and a possible stormwater permit.
- Fire Training Structures (FTS) has received the GEO Tech boring information. FTS has arranged a drawing review for February 6 with key FTS, CCC, and Arendell Engineers staff.
- A productive meeting took place on January 18 with CCC staff, Civic Center staff, Ken Burnette designer, and Rob Muller with Curtis Roofing to discuss the material staging area and roof access for the Civic Center/Smith roof replacement.

This is my final CCC Board of Trustees report and meeting as my last full day at CCC will be February 28. I would like to convey my appreciation to the Board of Trustees for the support shown me over the last 10 years. I am proud of the accomplishments, collaborations, and experiences we have had at Carteret Community College. I would also like to thank Dr. Mancini, my colleagues on the Executive Council, and the CCC faculty and staff. A special thank you to the Operations and Facilities Staff - they have made my time at Carteret Community College challenging, rewarding, and enjoyable. My excitement over my retirement is not about leaving CCC, but rather about the anticipation of future challenges and opportunities with a large dose of family, friends, hunting, and fishing.

Sincerely,

Steve Sparks

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TO: Carteret Community College Board of Trustees

FROM: Brenda Reash, Executive Director Foundation

DATE: February 1, 2023

SUBJECT: Board of Trustee February 8, 2023 Meeting

Event fundraising and Donation & Resale Program revenue to-date for this fiscal year is: \$240,888; 41% of total year budget goal. Endowment funds added this year to-date: \$88,265. Annual Scholarship funds added this year to-date: \$33,334; Program Funds added this year: \$157,468.

Board Annual Fund Participation Request Update

Board of Trustees – 58%

Foundation Board of Directors – 95%

Employee Giving Participation - 72%

Community Relationship and Current Activities:

Participated in a two-hour virtual open-house with the Central and Eastern NC Food Bank as part of the participation eligibility for being a recipient partner of the Food Bank. Application deadline is February 23, 2023, approval process could take up to 90 or more days, on-site visits are required.

January 20th the Foundation hosted Mary Mikel's - Broadway Hits and more music concert; 122 tickets were sold. This event took place in Joslyn Hall.

January 24th was the first dinner of the Escoffier dinner series. This event is sold out through the March dinner, seats are still available for the April 25th dinner. The Foundation has started a waitlist to fill last minute cancellations.

The Foundation Board of Directors held a regular meeting on January 10th, the Audit and Form 990 have been approved and filed.

The Foundation team finalized donor statements, 578 statements were sent by mail or email.

Foundation team helped gather items for the NC Community College President's Association meeting in January; these items were used in the welcome bag and door prizes during the event. The Team is actively meeting with and seeking sponsors for the 2023 events.

Organized a big check presentation with Crystal Coast Corks & Forks. This non-profit organization launched in 2022, their goal is to establish an endowed scholarship for the Culinary Program; currently they have released an annual scholarship of \$2,500. Their first event in 2023 for this effort is scheduled for March 24, 2023, a Blind Wine Tasting at Promise Land Market.



UPCOMING EVENTS

Sound Discoveries Series

February 17 — ZUZU African Acrobats (Foundation is partnering with the college's Black History Committee). Tickets are on sale now for \$20 in advance or \$30 at the door. 6pm in Joslyn Hall

2023 Escoffier Chef's Dinner Series

Only a few tickets are left for the April Escoffier dinner as the February and March dinner sold out a few weeks ago. Tickets are \$125 each. The dates for the dinners are as follows:

Tuesday, February 21st – SOLD OUT

Tuesday, March 21st – SOLD OUT

[Tuesday, April 25th](#)

Celebration on the Sound

May 13 — This year's Celebration on the Sound will feature one day of country music in a festival type event. Tickets will go on sale in mid-February. National country music artists Chayce Beckham and Conner Smith will headline the event, while local artists Bryan Mayer and Jake Sutton will also perform.

GRANTS

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

Grantor	Purpose	Amount			
		Requested	Pending	Awarded	Not Awarded
Golden LEAF CBDI Initiative Initial Proposal	Fund Health Sciences Staffing Needs and Equipment	\$942,173	\$942,173		
\$4 Million Employer and Community College Partnership Challenge	Create Surgical Tech program	\$400,000			\$400,000
Longleaf Student Outreach & Advising Project	Retention Success Coach	\$59,830		\$59,830	
NC Sea Grant	Living Shoreline Academy	\$141,268		\$141,268	
NSF Engines Proposal	Aquaculture workforce development	\$115,280	\$115,280		
NC Community College System	Career Coach	\$87,937	\$87,937		
Dudley T. Dougherty Foundation	Lecture Series	\$5,350			\$5,350
Max and Victoria Dreyfus Foundation	Lecture Series	\$5,350	\$5,350		
Brooks and Joan Fortune Family Foundation	Lecture Series	\$5,350			\$5,350
NC Community College System High-Cost Workforce Program Start-Up Funds	Surgical Technology Program	\$500,000			\$500,000
TDA Grant	Celebration on the Sound	\$15,000		\$15,000	
Totals		\$2,262,538	\$ 1,150,739.92	\$201,098	\$405,350

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TO: Carteret Community College Board of Trustees

FROM: Amanda Bryant, HR Director

DATE: January 27, 2023

SUBJECT: Board of Trustee February 2023 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Certified Nursing Assistant Chair	New to replace current p/t	Reposted thru 1/9/2023; action pending qualifications concerns
Webmaster & Social Media Coordinator	New	Posting closed 11/29; pending review of this and other options
Maintenance Tech I & II (3)	Thompson/Godette	Interviews 1/19; one candidate moved forward; repost closes 1/30
Director, Operations & Facilities	Steve Sparks (3/1/23)	Interviews 1/25 & 30
Nursing Instructor	Lori-Ann Sarmiento (6/1/23)	Interviews 1/19 & 1/25; pending referral to Dr. TM
Boat Donation Technician	Todd Foster	Posting extended until 2/13
Accounts Payable Technician	Laveria Murrell	Posting closes 1/27
Custodian	Allen Smith	Posting closes 2/3

*Excludes Adjunct part-time, temporary job postings

Historical Data:

Fiscal Year	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017
New Permanent Hires	13	28	26	17	27	5	12
Internal Transfer/Promo	5	6	7	7	1	6	3
Total Hires	18	34	33	24	28	11	15
Retirement	2	11	9	4	2	4	4
Resignation	5	13	9	12	14	5	11
Involuntary resignation	2	3	6	2	3	1	3
Total Terms	9	27	24	18	19	10	18

Employee Headcount and Turnover

January Headcount		January Turnover	FY23 Turnover	Turnover Rate
F/T Perm Faculty	66	1.18%	5.39%	FY22: 16.36%
F/T Perm Staff	100			FY21: 13.35%
P/T Perm Faculty	2			FY20: 8.48%
P/T Perm Staff	1			FY19: 10.66%
Total Perm	169			FY18: 6.49%
Total Payroll	301			

Recent Employee Departures

Position	Name	Date
Instructor, Culinary Arts	Jennifer Summers	1/19/23
Accounts Payable Technician	Laveria Murrell	1/31/23

Additional Item:

January PINK Days: 166 employees participated in a total of 402 hours of training.

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TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 1/30/2023
SUBJECT: Board of Trustee _2/8/20223_ Meeting

1. The SGA hosted the Back to Class breakfast on January 9th and 10th in the MAPS Center and Wayne West Lobby. We had juice, coffee, pastries, fruit and yogurt.
2. The SGA in conjunction with Dr. Mancini hosted the annual MLK Service day project beach clean-up at Fort Macon Beach. We had close to 50 students, staff and faculty show up to help.
3. The SGA is hosting the Spring Subs & Clubs event on February 9th from 11:30-1pm in the Bryant Student center.
4. The SGA is organizing an Animal Shelter Drive from January 23rd to February 28th.

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TO: Carteret Community College Board of Trustees
FROM: Christine Turner, FEC Chair
DATE: January 27, 2023
SUBJECT: Board of Trustee February 8, 2023 Meeting

Esteemed Members of the Board,

- Faculty will work on identifying needed faculty handbook updates
- Our next meeting is scheduled for February 10
- Vonda Godette and Caz Chambers collaborated on a proposed parking solution for the Wayne West building which is scheduled to be presented at the Feb 3 President's Cabinet meeting
- Faculty look forward to another successful semester

Thank you all for everything you do for our students, institution, and community.

Best Regards,

Christine Turner, M.Ed., NRP
FEC Chair

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TO: Carteret Community College Board of Trustees
FROM: Bianca Abell, SEC – Staff Executive Committee Chair
DATE: February 8, 2023
SUBJECT: Board of Trustee Meeting

The Staff Executive Committee met on January 20, 2023 in Joslyn Hall at 11:00 PM. 11 members of the committee were in attendance. Continuing with team building exercise, the committee played Scattagories.

The committee discussed the continuation about an anonymous suggestion box. Discussion ensued about whether this topic should continue to be pursued in future meetings. A question was asked about how to follow up on a question or suggestion if the person who submits the question has submitted anonymously, and whether they could be traced. It was also suggested that some people may have concerns that their suggestions using the tool would be traceable to them. A member explained that the tool was originally created as a safe space, as some people were afraid to express concerns for fear of facing repercussions. It was suggested that, if anyone has suggestions or concerns, staff members could contact Chair, Bianca Abell, so she could bring up their questions and suggestions during President's Cabinet.

The formation of the following adhoc were completed: Constitution and Bylaws and Faculty Appreciation Day.

The committee opened up discussion about recycling again and what could we do to improve efforts at CCC. With the walking trail completed, and that the campus is looking for a new mascot, the committee discussed about whether one receptacle would be enough for the walking trail, or if multiple would be needed. The committee also talked about recycling inside of campus buildings. Wayne West used to have three receptacles to separate recycling, but now there is only one. Having multiple receptacles would cut down on co-mingling. A member who is familiar with the subject stated that some education on what is accepted for recycling (types of plastic, for example) would be helpful. It was suggested that this would be a good subject for a Pink Days session.

Nominations for Staff Person of the Year will start on February 1, 2023 and voting for this award will begin on February 15, 2023. It was also stated during the meeting that the winner of Staff Person of the Year will apply for the NCCC Staff of the Year Award. It was suggested this requirement be added to the SEC Bylaws, as well as the following criteria for this award be used to select Staff Person of the Year and included in the SEC Bylaws:

1. The employee should be a productive one who is committed and possesses quality in carrying out his/her responsibilities in an organization. The employee should be an asset to the organization as well as his/her department.
2. The employee should be an enthusiastic employee who is willing to take up more initiatives and accepts tasks apart from his/her regular job routine.
3. The employee should be recognized as one who is punctual and dependable in reporting for duties.
4. The employee should complete assignments on time and also take part in additional responsibilities.
5. The employee should have a positive eye on work responsibilities, customers and colleagues, and should be one who stands as a role model for others.
6. During the daily work of the employee, he/she must be able to deliver exemplary service in daily work and also a notable contribution to the department.
7. The employee must be an expert in individual knowledge and experience in the department.

8. The employee must have the willingness to work in a team setting, whether within or outside the assigned team.

9. Apart from all of the above-mentioned criteria, the employee should be well-versed in communicating with others, taking ownership so that reputation and promotion is protected, providing respect to other workers, and employees, integrity where the employee is constant to their commitment, professionalism, and teamwork.

The next meeting of SEC will be on February 17, 2023 at 11:00 AM in Joslyn Hall.

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TO: Carteret Community College Board of Trustees
FROM: Anthony Pile – SGA President
DATE: 01/30/2023
SUBJECT: Board of Trustee 02/08/2023 Meeting

1. The SGA board served back to class breakfast on January 9th and 10th, and it went very well and had good feedback from the students.
2. The SGA, faculty, staff, and students in conjunction with Dr. Mancini held a beach clean-up day in memory of MLK Jr. on January 16th at Fort Macon. We had over 50 students and staff help make the event a complete success.
3. We are working on finalizing all the details for our Subs n' Clubs event which gives the students free food while educating them on all of the wonderful clubs our school has to offer.
4. The SGA is still working on the details for Spring Fling which will be held sometime in early April.