

TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President
SUBJECT: Board Meeting: **Tuesday, January 11, 2022 at 5pm, Wayne West Building, Classrooms 229 & 230**

AMENDED AGENDA

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|--------------|---|---|
| I. | CALL TO ORDER | Chair Melodie Darden |
| | A. Ethics Statement | |
| II. | FOUNDATION CHECK PRESENTATION | Chair Melodie Darden |
| | A. Isaac Blaine Smith Commercial Driver's License Scholarship Endowment | Ms. Brenda Reash
Dr. Elizabeth Michelle Bass |
| III. | * APPROVAL OF AGENDA | Chair Melodie Darden |
| IV. | * APPROVAL OF MINUTES (November 9, 2021; Attachment 1) | Chair Melodie Darden |
| V. | CHAIR REPORT | Chair Melodie Darden |
| VI. | NEW EMPLOYEES | Chair Melodie Darden |
| | A. Lauren Seymour, Chemistry Instructor; Kimberly Cole, Radiography Instructor; Cynthia Young & Elizabeth Bell, Nursing Instructors | Dr. Maggie Brown |
| | B. Tina Futrell, Cashier | Mr. Matt Banko |
| | C. Carrie Watson and Richard "Donnie" Morrell, Custodians; John Toler, Maintenance Technician II | Mr. Steve Sparks |
| VII. | PRESENTATION | Chair Melodie Darden |
| | A. Baking & Pastry, Culinary Arts, and Hospitality Management | Dr. Maggie Brown
Mrs. Shana Olmstead |
| VIII. | COMMITTEE REPORTS | Chair Melodie Darden |
| | * A. Curriculum and Student Support Draft Minutes, Attachment 2 (Therapeutic Massage Curriculum Program Termination) | Trustee Rosa Langston
Trustee Matt Zettl |
| | B. Personnel and Policies (Draft Minutes, Attachment 3) | |
| IX. | OTHER REPORTS | Chair Melodie Darden |
| | A. Foundation Liaison Report | Trustee Dr. Matt Zettl |
| | B. President's and Executive Leadership Council Reports (Attachments 4, 5, 6, 7, 8, 9, 10) | Dr. Tracy Mancini |
| | C. Student Government Association (Handout) | Mrs. Mary-Lynn Perricone |
| X. | OLD BUSINESS | |
| XI. | NEW BUSINESS | Chair Melodie Darden |
| | A. Reminder: February 22, 2022 Trustees Annual Retreat | |
| | Possible * Closed Session (Pursuant to N.C. Gen. Stat. §143-318.11(a)(5)) | |
| | B. Personnel Matter | |
| XII. | BOARD COMMENTS | Chair Melodie Darden |
| XIII. | * ADJOURNMENT | Chair Melodie Darden |

DATES TO REMEMBER

DATE	EVENT	TIME	LOCATION
January 25, 2022	Escoffier Dinner	6pm	Hospitality & Culinary Arts Center
March 26, 2022	Shuck, Rattle, and Roll	?	Howard Building - Aquaculture

* 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



3505 Arendell Street, Morehead City, NC 28557 ♦ (252) 222-6000 ♦ www.carteret.edu

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**BOARD OF TRUSTEES
MINUTES OF MEETING
NOVEMBER 9, 2021**

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. November 9, 2021, 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 (In-Person)
Mr. Robin Comer (In-Person)	Mrs. Rosa Langston (In-Person)
Mr. Michael Curtis (In-Person)	Mrs. Dee Meshaw (In-Person)
Mrs. Mary Charles Jenkins (In-Person)	Mrs. Catherine Parker (Zoom)
Mr. Bill Henderson (In-Person)	Mr. Doug Starcke (Zoom)
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)

College Employees Present

Mrs. Bianca Abell	Vice Chair of Staff Executive Committee (In-Person)
Mrs. Amanda Bryant	Director of Human Resources (In-Person)
Ms. Caz Chambers	Chair of Faculty Executive Committee (Zoom)
Mr. Kyle McMilleon	IT Specialist (In-Person)

College Employees Absent

Mr. Richard Abell	Director of Emergency Preparedness and Security
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Guests Present

Mrs. Cheryl Burke	Reporter for Carteret News-Times (In-Person)
Ms. Susan Clarke	Dr. Alonzo Davis's Office, Nurse Practitioner (In-Person)
Ms. Loni Davis	Dr. Alonzo Davis's Office, Office Manager and Granddaughter (In-Person)
Ms. Candance Moore	Dr. Alonzo Davis's Office, Nurse Practitioner and Granddaughter (In-Person)
Ms. Debbie Pake	Dr. Alonzo Davis's Office, Licensed Practical Nurse (25 Years) (In-Person)
Ms. Claudia Sweeney	Dr. Alonzo Davis's Office, Medical Assistant (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. In Honor of Dr. Alonzo Davis

Chair Melodie Darden informed the Board that a donor, who wishes to remain anonymous, has established the Dr. Alonzo Davis, IV Tribute Scholarship Endowment for Health Sciences. She said Dr. Davis is a long time internist in Carteret County and this donor wanted to honor him with a tribute scholarship. She said that Dr. Davis is aware of this thoughtful honor. Chair Darden said this is a generous scholarship donation in the amount of \$10,000.

Chair Darden said the donor wishes to encourage patients and friends of Dr. Davis, along with the community to help grow the scholarship endowment in his honor. She said to make a gift, visit the Foundation webpage and specify Dr. Davis in the additional gift information field.

Additionally, Chair Darden introduced the following staff from Dr. Davis's office:

- Mrs. Susan Clarke, Nurse Practitioner
- Ms. Loni Davis, Office Manager and daughter
- Ms. Candance Moore, Nurse Practitioner and Carteret CC graduates
- Ms. Debbie Pake, Licensed Practical Nurse (25 Years) and Carteret CC graduate
- Ms. Claudia Sweeney, Medical Assistant and Carteret CC graduate

Ms. Loni Davis gave a special thank you to the anonymous donor who established this scholarship endowment for the Health Science programs at Carteret CC. She said Dr. Davis is a highly respected physician in Carteret County and it was an honor to present this check.

APPROVAL OF THE AMENDED AGENDA

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

Mrs. Rosa Langston made a motion to approve the November 9, 2021, agenda. Mrs. Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF THE MINUTES

Chair Melodie Darden presented the October 12, 2021, minutes for approval by the Board.

Mr. Robin Comer made a motion to approve the October 12, 2021, minutes as presented. Mrs. June Fulcher 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 Dr. Wrenn Johnson, Mr. Doug Starcke, Mrs. Catherine Parker, and Ms. Caz Chambers. 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 participating in the Strategic Planning Process, particularly the topical convenings. She said she and Mr. Michael Curtis joined via Zoom for the first convening on

November 2, 2021, and the topic was centered around Education Issues. She said Dr. Maggie Brown was the facilitator and the following served as panelists:

- Dr. Lauren Franklin, Director of Admissions, UNC Wilmington
- Dr. Kimberly Gold, Sr. Vice President and Chief Academic Office, NC Community Colleges
- Dr. Rob Jackson, Superintendent, Carteret County Public Schools

Chair Darden said the next convenings are as follows and strongly recommended that trustees attend them:

- November 12 at 11:00 a.m.: Healthcare Services
 - November 12 at 1:00 p.m.: Trades Industry
 - November 15 at 1:00 p.m.: Economic Development/Workforce
- She thanked Trustee Bill Henderson for representing the trustees during Representative Pat McElraft's visit and tour of the campus on October 29, 2021.
 - Chair Darden thanked Trustee Dee Meshaw for serving as a judge for Corporate and Community Education's Team Building and Training workshop for the County Extension Office.
 - She thanked the trustees for their attendance at committee meetings. She reminded trustees that they can attend any and all committee meetings. Chair Darden also thanked Ms. Jo Ann Cannon for including a draft of the committee minutes in this Board meeting packet.

NEW BUSINESS

A. Proposed Mission Statement

Chair Darden presented the following proposed Mission Statement to the Board for approval.

Alternate, Proposed Mission Statement: Carteret Community College serves and empowers our students and coastal community by providing high-quality education, workforce training, and lifelong enrichment in an innovative and inclusive learning environment.

Dr. Mancini said the Strategic Planning Team received a lot of feedback regarding the proposed Mission Statement. The statement has been sent and reviewed twice by faculty and staff, students, trustees, and community stakeholders.

Dr. Matt Zettl made a motion to approve the proposed and revised Mission Statement as presented. Mr. Michael Curtis seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

B. Vote to Cancel or Keep December 14, 2021, Board Meeting

Chair Darden opened the floor for discussion on whether to cancel or keep the December 14, 2021, Board Meeting.

Mrs. Mary Charles Jenkins made a motion to approve canceling the December 14, 2021, Board Meeting. Mrs. Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

C. Consider NCSU Executive Mentor Opportunity for President

Dr. Matt Zettl said Dr. Mancini was contacted on October 28, 2021, by Dr. Carol Warren, NC State University Assistant Teaching Professor and Coordinator for the Doctor of Education Program and said Dr. Warren invited Dr. Mancini to join them as a NC State University Executive Mentor to work with a small group (2-4) of their doctorate students enrolled in the Ed.D. in Community College Leadership program. Dr. Zettl said Dr. Mancini would mentor these students for two years and will

receive a small honorarium over the two years. He gave a brief overview of the responsibilities of serving as an executive mentor of this program.

Dr. Zettl said Dr. Mancini felt she needed Board approval to accept the mentorship and honorarium. He said in reviewing her contract, the mentorship responsibilities are not directly related to her duties in serving as President to the College.

Dr. Mancini said she is honored to have been asked to mentor these students and honored she is supported by the trustees. She said she will report back to the Board as she progresses through the mentorship.

Trustee Robin Comer asked if the mentorship will take place at the College. Dr. Mancini said the students are required to do at least one activity each semester at the College.

Mr. Bill Henderson made a motion to approve the NCSU Executive Mentor Opportunity for President Mancini. Mr. Michael Curtis seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

NEW EMPLOYEES

A. Ms. Lauren Seymour, Chemistry Instructor

Ms. Seymour was not present but Dr. Maggie Brown gave a brief overview of her credentials and said Ms. Seymour will attend a future Board meeting.

B. Added To Agenda: Ms. Andrea Cole, Medical Assisting Instructor

Dr. Maggie Brown introduced Ms. Andrea Cole, who is a graduate of the Medical Assisting program at Carteret CC. Ms. Cole gave a brief overview of her education and credentials.

PRESENTATION

A. Corporate and Community Education – Workforce Training

Mr. Perry Harker introduced Mr. Rick McCormac, who is the Director for Industry and Workforce Training at Carteret CC. He said Mr. McCormac has twenty plus-years in workforce training with about eighteen years of experience in the community college system. Mr. Harker said Mr. McCormac would be talking about the Commercial Driver's License (CDL) program at Carteret CC.

Mr. McCormac presented information about the CDL program at Carteret CC. He said since the College received the donation of our first tractor and trailer and the purchase of our second one, the program has tripled in enrollment. Mr. McCormac told the trustees about a student who was going to take his license exam this week and had a job interview the same afternoon for a position that would pay between \$58,000 and \$70,000 per year. He provided a thorough overview of the program and labor market. Trustees gave positive feedback in response to learning Carteret CC is meeting the high-demand truck-driving industry.

COMMITTEE REPORTS

A. Joint Buildings and Grounds and Finance Committee (Firing Range Lease)

Trustee Bill Henderson reported that a Joint Buildings and Grounds and Finance Committees took place on November 3, 2021, to discuss and recommend approval from the full Board regarding next steps for the firing range. The committees also received updates concerning College buildings and property and state budget. Mr. Henderson said a draft of the committee minutes were provided in this Board meeting packet.

Mr. Henderson explained that Mr. Steve Sparks gave an overview of the work and repair of the existing firing range and also presented one possible rendering of a second firing range. Mr. Bill

Henderson explained the committee is seeking Board approval to request a lease from the Carteret County Commissioners to extend the current firing range agreement to include the entire property for a longer term and to utilize additional property on that parcel for a second firing range.

Motion came from the Buildings and Grounds and Finance Committees with the recommendation to approve pursuing a lease for the firing range of the entire property for a longer term for current and future use by the College. Without further discussion, the motion was unanimously approved by voice vote.

OTHER REPORTS

A. Foundation Liaison Report

Dr. Matt Zettl reported he was unable to attend the Foundation Meeting on November 9, 2021. However, he reported that the Foundation's Annual Giving Form is included in this meeting's packet or donations can be made online through the Foundation's webpage. The Foundation's giving goal for this year is to raise \$30,000 in unrestricted funds. As of the date of this meeting, the annual funds participation from faculty and staff is 82 percent; Board of Trustees is 42 percent; Board of Directors is 14 percent for this fiscal year.

Finally, Dr. Zettl reported that the Big Rock Blue Marlin Tournament donated \$100,000 toward the Walking Trail. He said the check presentation will take place on November 20, 2021 at 9:00 a.m. at the Big Rock Landing.

B. President's and Executive Leadership Council Committee Reports

Dr. Mancini reported the following:

- The Foundation published an Annual Report, which is included in this meeting's packet. Dr. Mancini said this is the first report printed since 2008, and an electronic version is posted on the Foundation webpage.
 - Senator Pat McElraft visited and toured the College on October 29, 2021. An article appeared in the Carteret News-Times regarding the visit.
 - Escoffier Dinner tickets are now available through the Foundation's webpage. The dinners are scheduled for the last Tuesday of January, February, and March 2022.
 - Dr. Mancini thanked Mr. Rick McCormac for his presentation at this meeting. She said he is one of two staff members selected for the NC Community College Leadership Program for 2021-2022. She said Mr. Jeremy Thompson from maintenance is the other selected staff member.
 - The leadership team and other staff appreciated the trustee comments at the October Board meeting regarding construction trades and career and technical education. Dr. Mancini asked Mr. Perry Harker and Dr. Maggie Brown to mention a few steps the College has taken to make sure the trustees aware of existing efforts and how the trustee's comments and questions will be used to determine future steps/programs. She also asked Ms. Logan Okun to show a revised video of construction trades footage to help promote what the College currently offers.
 - Mr. Perry Harker reported that since the October meeting, he has met with several industries and public schools to receive feedback on what is needed to fulfill their work. He said some customized training will be offered. Mr. Harker said, as Chair Darden mentioned, a Trades Industry convening will take place via Zoom on November 12, 2021, at 3:00 p.m.

Mr. Harker reported that a three-year summary of customized training was provided in the packet for this meeting. He said most of Corporate and Continuing Education students who take courses get hired once they are finished.

- Dr. Maggie Brown highlighted specific items from her report that were related to the trustees' comments from the October 12, 2021, meeting. She also shared a letter from Mr. Adam Parchman, Lead Instructor for the Boat Manufacturing program, to his industry partners and advisory board members in between regular visits and meetings. She said Mr. Parchman is working to keep the program relevant for industry and to keep his advisory members abreast of what is happening in the classroom.

Dr. Brown mentioned that when the College hosted the annual Construction Trades and Manufacturing Day, about 150 middle and high school students participated.

- Ms. Logan Okun showed the revised spring promotional video, She said the spring Beacon will be reviewed by Mr. Harker and will be mailed to 5,000 county residents in November.
- Mr. Matt Banko gave an overview of the Higher Education Emergency Relief Funds (HEERF) funds as requested by Dr. Matt Zettl.

C. Student Government Association

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

BOARD COMMENTS

Chair Melodie Darden invited the trustees to make observations or comments.

Mr. Bill Henderson said he is thankful for the work that Dr. Mancini is doing and her mentorship with NC State University. He said he was appreciative of the excitement from faculty, staff, and students shown during Senator McElraft's tour.

Mr. Robin Comer had no comment.

Mrs. Mary Charles Jenkins said she is thankful for Mr. Rick McCormac's presentation. She said we hear on the news about the supply problems in the country and she is thankful that Carteret CC is a part of the solution.

Mrs. Catherine Parker said she is excited about Dr. Mancini's opportunity to work with NC State University. She said she appreciated the informative presentation by Mr. Rick McCormac. Mrs. Parker thanked Mr. Harker for the great job that Corporate and Community Education is doing with workforce training. She also thanked the faculty and staff for their hard work and for listening to the community regarding their needs.

Mr. Doug Starcke did not comment.

Dr. Wrenn Johnson left the meeting at 6:00 p.m. due to a previously scheduled appointment and had no comment.

Mrs. Rosa Langston said she appreciated the presentation given by Mr. Rick McCormac and is excited about the CDL program. She said she is also excited about the honor given to Dr. Mancini regarding the mentorship program at NC State University. Mrs. Langston said she is excited about what the College is doing to meet community needs.

Mrs. June Fulcher said she is very proud of all of the follow-up to the trustees' comments at the October 12, 2021 Board Meeting. She said, as always, she is proud of the work that Dr. Mancini has done and is doing.

Mrs. Dee Meshaw said she agrees with all the other trustees.

Dr. Matt Zettl mentioned the awards that the College has received because they often get overlooked. He mentioned the following from Dr. Mancini's report:

- The Small Business Center's selection as **the State Innovation Award for Services and Collaboration** for work on the **For Me (Minority Entrepreneur) networking program**.
- The College award for a second **USDA Distance Learning and Telemedicine Grant** for \$508,751.

He said he was also thankful for Dr. Mancini and the work she is continuously doing.

Mr. Mike Curtis thanked Dr. Maggie Brown for serving as the facilitator for the Education Convening on November 2, 2021. He said he mentioned to Dr. Mancini and Dr. Brown he would like to see a Dental Assisting program offered at the College. Mr. Curtis said a local dentist, Dr. Armstrong, would consider offering his office as a site training for the students. He said the dentists in the county feel this program is needed in the community.

Finally, Mr. Curtis said he is proud of the Mission Statement which was approved at this meeting.

Ms. Autumn Gillikin said she learned much from the presentation from Mr. Rick McCormac.

Chair Darden said she is amazed by all of the accolades the College has received in the past month. She mentioned the following:

- Ms. Makayla Gaitan for the Governor's Award for Workforce Innovative Opportunity Act (WIOA)
- Mrs. Bena Weires for the 2021 ACTE Lifetime Achievement Award for Region II
- Mr. Steve Sparks for being elected as the next President of the North Carolina Association of Community College Facility Operations (ACCFO)
- Respiratory Therapy for being at 100 percent of their accreditation benchmark

Finally, Chair Darden said she felt the College's successes are a result of the Strategic Planning process.

ADJOURNMENT

There being no further business to come before the Board, Mr. Michael Curtis made a motion to adjourn the meeting at 6:22 p.m. Dr. Matt Zettl 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



BOARD OF TRUSTEES
CURRICULUM AND STUDENT SUPPORT COMMITTEE
MINUTES OF MEETING
JANUARY 4, 2022

I. CALL TO ORDER

Mrs. Rosa Langston, Curriculum and Student Support Committee Chair, called the meeting to order at 4:03 p.m. on January 4, 2022, in the McGee Boardroom and via Zoom, Carteret Community College, Morehead City, North Carolina.

Curriculum and Student Support Committee Members Present

Mrs. Rosa Langston Chair (In-Person)
Mrs. Mary Charles Jenkins (Zoom)
Mrs. Melodie Darden, Ex-officio (In-Person)
Dr. Wrenn Johnson (In-Person)
Mrs. Dee Meshaw (Zoom)

Other Trustees and Administration Present

Ms. Jo Ann Cannon (In-Person)
Mr. Michael Curtis (Zoom)
Mr. Perry Harker (In-Person)
Dr. Tracy Mancini (In-Person)

II. ITEMS REQUIRING APPROVAL

A. Termination of the Therapeutic Massage Curriculum Program

Chair Rosa Langston gave the committee an overview of the request to terminate the Therapeutic Massage program. She asked Dr. Maggie Brown to explain the request.

Dr. Brown explained the College is seeking committee recommendation to terminate the Therapeutic Massage Curriculum Program effective fall 2022. The request to terminate the program is due to the dwindling enrollment numbers in the curriculum program. The Therapeutic Massage program will continue to serve students through Continuing Education.

Dr. Brown said the continuing education students taking the program have been highly 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.

Discussion ensued.

Mrs. Melodie Darden made a motion to recommend termination of the Therapeutic Massage Curriculum Program effective fall 2022. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by the Curriculum and Student Support Committee by voice vote.

III. INFORMATION ITEMS

A. Early Childhood Certificate Use

Chair Rosa Langston gave an overview of the certificate use, then asked Dr. Maggie Brown to explain further.

Dr. Brown explained the Early Childhood Associate Degree program was placed under review for the current academic year. As students progressed to higher-level courses for the associate degree, enrollment dropped drastically. She said local childcare providers indicated that EDU-119 (Intro to Early Child Education) was needed for students to work in their facilities. Lead teacher certification students will need an additional 12 credit hours of Early Childhood courses. Based on this need, the College will offer a certificate containing the five necessary courses to meet the needs of local employers.

Dr. Brown said the Carteret County Partnership for Children's Education Foundation will offer scholarships to students who are currently working in a childcare facility to complete the certificate. These scholarships will help pay for tuition and books for students.

She said students who want to pursue Birth through Kindergarten, Secondary, Middle Grades, or Special Education teaching positions will require a bachelor's degree to gain employment. Those students will enter the Associate in Teacher Preparation degree program and be ready to transfer to a senior institution to complete the required credential.

B. New Aquaponics Certificate

Chair Rosa Langston gave an overview of the certificate, then asked Dr. Maggie Brown to describe the new certificate.

Dr. Brown said the certificate is being created with the existing Aquaculture and Horticulture courses. She explained that Aquaponics is the utilization of waster water from an aquaculture system to grow plants in a hydroponic production system. She said there is significant interest in aquaponics as an emerging part of aquaculture and horticulture production.

C. New Aquaculture Technology Online Certificate

Chair Rosa Langston gave an overview of the new certificate, then asked Dr. Maggie Brown to describe the new certificate.

Dr. Maggie Brown explained the certificate will be offered completely online. She said due to COVID, the Aquaculture Program was able to improve online content for theory courses. Students are already taking three classroom courses that are included in the regular Aquaculture certificate. The course AQU-120 (Aquabusiness) is being added to create this online certificate.

IV. UPCOMING ITEMS IN DEVELOPMENT

Dr. Maggie Brown said the Health Sciences programs will provide information to survey the industry's needs for several programs such as Dental Hygiene, Dental Assisting, and Paramedical to Associate Degree Nursing Bridging.

She said the College is also looking at offering a summer preparation course for newly accepted Associate Degree Nursing (ADN) students who will begin their ADN program in the fall. Students will be taught study skills, mathematical concepts, time and stress management, and other skills that will promote successful retention. The College feels bringing the new first year cohort together for low-stakes start will help students build supportive bonds with faculty and their fellow students.

V. ADJOURNMENT

With no further business to discuss, Chair Langston adjourned the meeting at 4:55 p.m.

Submitted by:

Ms. Jo Ann Cannon
Executive Director of the President's Office
Assistant Secretary to the Board of Trustees
Ethics Liaison for the Board of Trustees
January 6, 2022

DRAFT



BOARD OF TRUSTEES
PERSONNEL AND POLICIES COMMITTEE
MINUTES OF MEETING
JANUARY 5, 2022

I. CALL TO ORDER

Dr. Matt Zettl, Personnel and Policies Committee Chair, called the meeting to order at 3:35 p.m. on January 5, 2022, in the McGee Boardroom and via Zoom, Carteret Community College, Morehead City, North Carolina.

Personnel and Policies Committee Members Present

Dr. Matt Zettl, Chair (Zoom)
 Mrs. Melodie Darden, Ex-officio (Zoom)
 Mr. Michael Curtis (Zoom)
 Mrs. June Fulcher (In-Person)
 Mrs. Rosa Langston (Zoom)

Other Trustees and Administration Present

Ms. Jo Ann Cannon (In-Person)
 Mrs. Mary Charles Jenkins (Zoom)
 Dr. Wrenn Johnson (Zoom)
 Dr. Tracy Mancini (In-Person)

II. DISCUSS POLICIES

Chair Matt Zettl explained to the committee members that the Board Policy document will be a separate manual from the College Policies and Procedures Manual

Dr. Zettl and the committee members discussed the following items:

1. Format of document
 - No decision was made regarding the format. This will be discussed at a future meeting closer to completion of the document.
2. Proposed outline and the four categories which the committees agreed to use for the document
 - ENDS Policies
 - General Expectations of the President Policies
 - Board-President Relationship Policies
 - Governance Process
3. Timeline for completion of document
 - February 2022 – Begin working on and complete ENDS Policies
 - March 2022 – Begin working on and complete General Expectations of the President Policies
 - April 2022 – Begin working on and complete Board-President Relationship Policies
 - May 2022 – Begin working on and complete Governance Process and present document at the May Board meeting.
4. 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.

5. The committee members agreed to use the Board of Trustees' SharePoint site to create a folder for Policies. This folder will be used to store the policy work and the completed manual. Ms. Jo Ann Cannon will create the folder for the first category document "ENDS Policies." This will be completed next week, and she will notify the committee members when this has been completed so that work can begin.
6. The committee will meet in the first week in February 2022 to review and discuss the ENDS Policy work.
7. Due to Zoom issues for this meeting, Ms. Cannon will meet with Mr. John Green, Director of IT, to eliminate those issues before the February committee meeting.

V. ADJOURNMENT

With no further business to discuss, Dr. Matt Zetl adjourned the meeting at 4:49 p.m.

Submitted by:

Ms. Jo Ann Cannon
Executive Director of the President's Office
Assistant Secretary to the Board of Trustees
Ethics Liaison for the Board of Trustees
January 6, 2022



TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: January 7, 2022
SUBJECT: Board of Trustees January 11, 2022, Meeting

Happy New Year, Trustees! As we reflect on the challenges and accomplishments of 2021, Carteret Community College wishes to express our gratitude for your support and commitment to student and community success through your engagement in the Board and other College programs and events. We know the future is bright in large part because of the strong governance you provide.

As I write, faculty and staff of the College are preparing for a bustling start of the spring semester on Monday, January 10, 2022. I look forward to having Dr. Brown and Mr. Harker share real-time enrollment updates at the Board of Trustees meeting. Preliminary numbers indicate an increase in enrollment and FTE for spring 2022.

We are delighted that you adopted our new mission statement in November 2021, and we look forward to the final stages of our strategic planning process this spring. The next phase of the strategic planning process will take place 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.

I am delighted to share that VP **Perry Harker** has been appointed by Governor Cooper to serve on the North Carolina Taskforce for Offshore Wind Economic Resource Strategies, which will begin meeting this month. Mr. Harker and I have been exploring the possibility of offering Global Wind Organization (GWO) certification at Carteret Community College. The recently funded Fire Training Tower will bring us a step closer to being able to provide training that would span several industries and agencies and make Carteret CC a destination training site.

The State Board of Community Colleges will review the NC Community College System's proposed state **budget** allocations at their meeting on January 21. Once approved, Carteret CC will receive its state budget allocation and will present it to the BOT via the Finance Committee for review and adoption at the February BOT meeting. All full-time employees received bonuses allocated by Session Law in their December paychecks. Full-time faculty and staff will see a 2.5 percent increase in their paychecks starting with the January 31, 2022, payroll, and they will receive a bonus for the retroactive increase between July 1 and December 31, 2021.

Carteret Community College has been selected as one of ten community colleges to participate in the **Belk Center's Rural College Leaders Program**. We 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 to Carteret CC for our participation. A team of four additional faculty/staff will join me in quarterly meetings with other colleges, and we will engage a broad number of additional faculty and staff in efforts to extend access and increase success for those in our service area we have not traditionally reached.

Carteret Community College will continue to require face coverings in all campus buildings through Friday, January 14. Starting Tuesday, January 18, 2022, the College will make masks optional for anyone who is not subject to current CDC guidance for masking due to exposure or a positive COVID-19 test. As of January 10, 2022, Carteret CC is also transitioning to the latest CDC recommendations for isolation for those who test positive for COVID-19 or are exposed to someone who tests positive. Those

who test positive or who live with someone who has tested positive will be required to stay home for five days and then mask for five additional days upon return, regardless of vaccination status. Those who are exposed to a non-household member who tests positive will be asked to mask for five days and test/isolate if they experience symptoms, but will be allowed to remain on campus. Emails have been sent to all faculty, staff, and students outlining these new protocols and requirements. The College continues to employ two contact tracers to assist students and employees with monitoring and following protocols. We are asking all employees, students, and visitors to assist by taking every precaution possible to mitigate the spread of the virus, and we have scheduled regular clinics on campus to vaccinate all faculty, staff, students, and members of the community.

The College was able to provide most students with **full funding** for tuition and fees and many with full funding for required course materials this spring semester. We continue to have Higher Education Emergency Relief Funds (HEERF) available for students who are facing urgent short-term needs due to the pandemic. Those students are encouraged to visit the Financial Aid Office for assistance. After the ten-percent mark of the spring semester, the College plans to distribute remaining HEERF to all enrolled students, based on demonstrated need. Need will be determined by estimated financial contribution (EFC) scores as indicated by the Free Application for Federal Student Assistance (FAFSA).

We look forward to the return of the **Escoffier dinner series** this month. The January dinner is already sold out. Tickets for the February and March dinners may be purchased from the Foundation web page.

The College's **living shoreline** has experienced some damage during the King Tides and recent storm activity in December and January. VP Steve Sparks is working closely with Arendell Engineers and T.A. Loving to reinforce the shoreline and protect against future issues.

As students return to campus, Carteret CC stands ready and excited to support their academic and career aspirations and to provide excellent support services. We look forward to reporting on student successes throughout the spring.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: January 3, 2022
SUBJECT: Board of Trustees January 11, 2022 Meeting

The college held pinning ceremonies for students completing the Nurse Aide I and II Fall 2021. There were fifty-one graduates. We partnered with Carteret Health Care to refer those students seeking immediate employment.

In December, eighteen students completed our Commercial Driver's License (CDL) certification training program. We have scheduled both weekday and evening/weekend classes for Spring 2022.

Morehead City Fire Department received a donated house for live structure burn training. Several members of local fire departments and students enrolled in our Fire Academy participated and completed this required training

The Crystal Coast Fire Academy Class 02-21 had their Graduation Ceremony in December 2021. Nine cadets completed the course and are now North Carolina Certified Firefighters. The ceremony was live-streamed on the College Facebook page.

We continue to provide classes at MirIAM, a women's residential substance abuse recovery center. As an outcome of our classes, the college's admissions and financial aid staff are scheduled to give presentations to the residents, many of whom are graduating from the residential program and want to enroll at the college. We also held a Manufacturing Career Pathways class at MirIAM in late November. The class featured three local manufacturing companies discussing employment opportunities.

The college has equipped a dedicated classroom at the Bridge on Harkers Island with the technology purchased with USDA grant funds. In addition, the classroom is equipped with a laptop cart and interactive instructional technology. This will allow us to expand our class offerings at the Bridge.

Carteret Community College Foundation received a PBMares Cares Foundation 2021 grant for \$10,000 to support the For ME (Minority Entrepreneurs) Networking group, to enhance the viability of minority-owned businesses. The Small Business Center will recruit new members, help create new minority-owned businesses, and create/retain jobs within minority-owned businesses.

National Small Business Saturday was November 28, 2021. In celebration, the Small Business Center promoted local small businesses. The weekend promotion was very successful, promoting the Shop Small Campaign, encouraging consumers to shop at local small businesses.

We had 107 students who completed trades classes in 2021, which includes Carpentry, Forklift, HVAC, and Electrical. We have several trades classes scheduled for spring.

The North Carolina Department of Human Services conducted a review audit of our Nursing Assistant I program. The state Educational Consultant inspected our classroom, supplies and observed an instructor teaching in the clinical lab. There were no concerns, and they found our program in compliance and complemented our quality instruction. The Nurse Aide I program has been renewed for three years.

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 1/6/2022
SUBJECT: Board of Trustee 1/11/2022 Meeting

Welcome to the 2022 Spring Semester! After a well-earned winter break, the staff and faculty have hit the ground running. At the time of this report, we are enjoying our second bounty of increased enrollments of this academic year. As of 1/2/22, the unduplicated curriculum enrollment number is 1367 students, which is up 10% from last spring's unduplicated curriculum enrollment. Overall projected FTE is up 12.5% over last spring.

Staff in Student Services and MAPS worked during the faculty and student break to call over 300 students who had yet to make financial arrangements for the spring semester. To give you a snapshot of the activity during the first week of January, we advised and registered 179 students during Tuesday and Wednesday alone. You can be VERY proud of the professionals working to onboard and register our students!

- The Aquaculture program is offering on-site courses at both Croatan and East Carteret High Schools this semester. This is made possible by a 3-year, grant funded teaching position in that program. We hope the on-site contact will serve to expose more students to practices and opportunities in this discipline which is so important to our Coastal community.
- Admissions held a special recruiting day at the Coast Guard Fort Macon Station in December. We promoted synchronous classes which these service members can join from a classroom at the Coast Guard station.
- The MAPS Center has taken on upkeep of the campus food pantry. Through donations of food and grocery cards by our campus and Carteret County partners, we are serving students facing issues of homelessness and/or food insecurity. The pantry is discreetly located in a convenient location in MAPS so that students may go in on their own and fill up a bag to take home as they have needs.
- The Culinary program has partnered with Duke Marine Labs to provision the research vessel Shearwater for its next research expedition this month. Graduate students from Duke University will enjoy a hot meal each evening pre-packaged with minimal preparation necessary while underway.
- Our CTE programs are preparing students to compete in local skills competitions over the next two months in order to see which students rise to the top to represent Carteret Community College at the Spring Regional SkillsUSA competition. These competitions are heavily attended by industry professionals seeking to find the best new technicians in their fields.
- Our office of IE has prepared student and industry surveys which will be deployed shortly in order to determine educational interest and employment demand in the fields of Paramedic to Associate Degree Nursing Bridging, Dental Assisting, Dental Hygiene, and Industrial Systems. We will use the findings of these surveys to help determine the next areas of viable programs growth and development.

TO: Carteret Community College Board of Trustees
FROM: Matt Banko, Vice President of Finance & Administrative Services
DATE: January 5, 2022
SUBJECT: Board of Trustee January 11, 2022 Meeting

Financial Services

Bank Reconciliation Status Report									
	CORE BANKING			BB&T			FIRST CITIZENS		
	State Funds			Institutional Funds			County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
Mar-21	04/01/21	04/05/21	\$ 445,445.29	04/01/21	04/29/21	\$ 391,165.54	04/01/21	04/05/21	\$ 219,503.73
Apr-21	05/03/21	05/06/21	\$ 438,379.02	05/03/21	05/20/21	\$ 344,490.13	05/03/21	05/07/21	\$ 717,736.15
May-21	06/02/21	06/09/21	\$ 316,633.22	06/02/21	06/03/21	\$ 142,894.76	06/02/21	06/09/21	\$ 478,710.69
Jun-21	07/01/21	07/06/21	\$ -	07/01/21	07/20/21	\$ 503,321.66	07/01/21	07/06/21	\$ 47,088.57
Jul-21	08/02/21	08/09/21	\$ 354,715.51	08/02/21	08/09/21	\$ 482,019.10	08/02/21	08/09/21	\$ 714,706.49
Aug-21	09/01/21	09/07/21	\$ 518,675.57	09/01/21	09/07/21	\$ 1,173,647.36	09/01/21	09/03/21	\$ 443,277.82
Sep-21	10/04/21	10/08/21	\$ 347,810.43	10/04/21	10/11/21	\$ 313,884.73	10/04/21	10/06/21	\$ 240,804.96
Oct-21	11/01/21	11/03/21	\$ 419,833.88	11/01/21	11/03/21	\$ 256,570.92	11/01/21	11/03/21	\$ 751,390.81
Nov-21	12/01/21	12/03/21	\$ 355,595.60	12/01/21	12/04/21	\$ 239,093.58	12/01/21	12/03/21	\$ 483,674.30

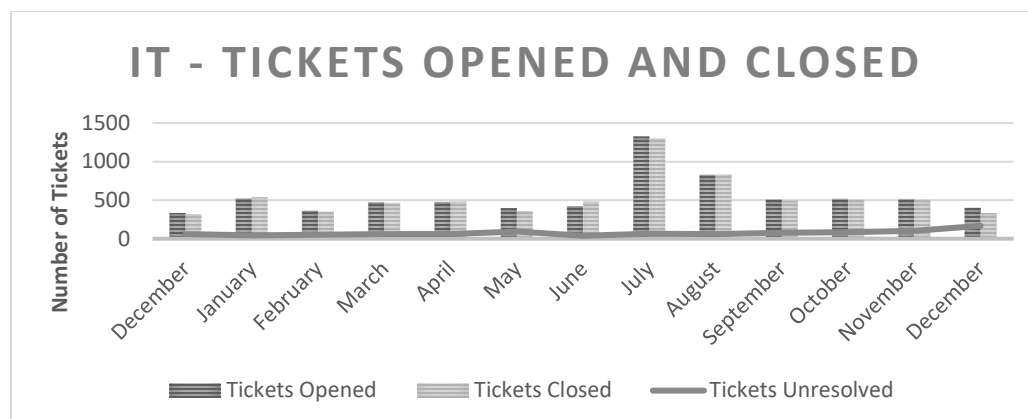
Expenditure Update

- The NC Community College State Board is expected to pass the budget at January 21 & 21nd meeting then allocations are disseminated to Colleges
 - State budget directed bonuses have been distributed to employees in December
 - Budget will be presented at January Finance Committee meeting
 - Budget will be brought to the full board on February 8
- State, County and Institutional expenditures are at expected levels
 - State operating expenditures are in line with last year’s expenditures
 - County expenditures in line with county appropriation
 - Pell, HEERF and other financial aid distributed to student accounts

Campus Information Technology

- Current Projects
 - Digital Sign install tentatively scheduled for Feb 7-11
 - Scheduling virtual desktop infrastructure (VDI) project
 - Finishing up Colleague to the Cloud project (go live date scheduled for Jan 16th)
 - Upgrading some of the older computers around campus to solid state drives to prolong usability (still in progress)
 - Developing backup strategies for cloud and on prem servers to help with disaster recovery
 - Starting 2nd round of USDA grant
 - Preparing classrooms ready for Spring semester
 - Training sessions scheduled for new USDA rooms

- Table below is a summary of tickets processed through December 31




Emergency Preparedness and Security

- Current and Recent Activity
 - Convened Safety and Security meeting
 - Provided orientations for Adult High School, High School Equivalence
 - Conducted active shooter drills. Wayne West Building
 - Conducted fire drills, Bryant Student Center, Michael J. Smith Building
 - Participated in law enforcement professional development

COVID-19/HEERF Funding

- Quarterly Federal HEERF reporting needs to be updated on our webpage by January 10
- Table below is an update on HEERF funding, expenditures and remaining balance

	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	January 16, 2022	May 11, 2022	March 4, 2022	July 31, 2022
Total Award	\$2,455,407	\$3,172,304	\$242,415	\$484,461
Total Funds Spent (as of December 31, 2021)	\$1,909,033	\$1,606,284	\$174,685	\$587
Remaining Funds	\$546,374	\$1,566,020	\$67,730	\$483,874

TO: Carteret Community College Board of Trustees
FROM: Steve Sparks, Vice President, Operations and Facilities
DATE: January 6, 2022
SUBJECT: Board of Trustee January 11, 2022 Meeting Date

- The Greenhouse project final is being delayed due to the stormwater collection tank being backordered. Once the tank is in place. Facilities will connect the tank to the guttering and pump system which will enable the college to obtain our final flood certification to finalize the city permit.
- Clark Nexsen Architects have submitted a final restroom renovation plan, which has been reviewed and accepted by the College. The finalized scope should be forthcoming and the bidding process will begin.
- Garrison Grading will begin hauling the soil needed at the existing Firing Range this week. The County will begin removing the old tower, large vegetation from the backstop berm, and distributing the soil where needed.
- The College would like to thank the County Commissioners for extending our lease on the Firing Range property. The College would also like to acknowledge Assistant County Manager Gene Foxworth for his leadership and for presenting our request to the Commissioners. Following the lease extension, Crystal Coast Engineers was authorized to move forward with scheduling the new boundary, topographic and wetlands surveys for the new firing range area. The site plan, Stormwater Management plans, and permitting will follow after the surveys are completed.
- Capital projects completed so far are the boiler replacement at MARTEC, the 10-ton roof top unit at Smith Building, and the condenser unit at the Howard Building.
- Phase II of the shoreline walkway is in the scheduling phase of the project.
- I am pleased to welcome three new employees in the Operations and Facilities Department. New Custodian Caren Watson comes to us with 15 years of experience as a custodian with Carteret General. New Custodian Donnie Morrell was previous with Onslow County Schools as a custodian. New Facilities Technician John Tolar comes to us with 25 years of experience in the maintenance field. John spent 20 of those years of service with Wayne Community College.

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: January 7, 2022
SUBJECT: Board of Trustee January 22, 2022 Meeting
Date

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: \$185,514; 51.19% of total year budget goal.

The audit ending June 30, 2021 is complete and will be reviewed for approval with the Foundation Board of Directors at the January 11, 2021 board meeting.

Year-End Fundraising launched prior to Thanksgiving Holiday (11/15 – 12/31) and as part of Giving Tuesday, the goal set was to raise \$30,000 unrestricted funds. The Foundation raised \$5,509 unrestricted funds, and the following donor advised funds: \$4,155 Scholarship, \$63,345 Endowment, \$585 Program Funds, and \$17,000 new campaign funds. The above listed amounts do not include campaign pledge payments or employee payroll deductions already planned.

Annual Fund Participation

- Employees – 82%
- Board of Trustees – 50%
- Board of Directors – 5%

Community Relationship and Current Activities:

The private donor who created the Dr. Alonzo Tribute Scholarship Endowment has contributed additional funds, this endowment will now be established at \$20,200.

First Citizens Bank has established the First Citizens Bank Endowed Scholarship, this endowment will be established at \$30,000. This scholarship will be awarded to students meeting a minimum GPA enrolled in any major program of study.

Events

- Carteret CC Blood Drive January 19th, Crystal Coast Civic Center
- Escoffier Dinner – January 25th (Sold out), Hospitality & Culinary Arts Center
- January 27th, International Film, *Lucky Grandma* (China), Joslyn Hall, 6:30pm

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	
Toxist	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: January 3, 2022
SUBJECT: Board of Trustee January 2022 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Maintenance Tech II	Michael Salter	John Tolar DOH 12/13/21
Chair, Public Services Technology	Susan McIntyre	Use interim during spring and re-advertise
Instructor, Nursing (10-month)	Mary Briley	Cynthia Young & Elizabeth Bell DOH 1/3/22
Clinical Coordinator, Radiography	Carla Williams	Kimberly Cole DOH 1/3/22
Custodians (2)	Rayner/Palazzo	Donald Morrell DOH 12/29/21; Caren Watson DOH 1/3/22
Cashier	Omelia Carter	Tina Futrell DOH 12/13/21
Culinary Instructor	New	Randy Sweat DOH 1/3/22
Admin Assistant II (full-time)	J. Salter/B. Piner	Posted internal only 12/9; reviewing applications now
Event & Sponsorship Coordinator	Jenn Mull	Posting closes 1/11/22
Dean, Student Services	Dana Merck	Awaiting updated job description for advertising
Admissions Officer	Laureel Butler	Awaiting updated job description for advertising

*Excludes Adjunct part-time, temporary job postings

Historical Data:

Fiscal Year	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017
New Permanent Hires	22	26	17	27	5	12
Internal Transfer/Promo	3	7	7	1	6	3
Total Hires	25	33	24	28	11	15
Retirement	7	10	6	2	4	4
Resignation	7	9	12	14	5	11
Involuntary resignation	3	4	2	3	1	3
Total Terms	17	23	20	19	10	18

Employee Headcount and Turnover

December Headcount		December Turnover	YTD FY22 Turnover	Turnover Rate
F/T Perm Faculty	65	3.55%	10.25%	FY21: 13.35%
F/T Perm Staff	99			FY20: 8.48%
P/T Perm Faculty	2			FY19: 10.66%
P/T Perm Staff	3			FY18: 6.49%
Total Perm	169			FY17: 10.98%
Total Payroll	323			

Recent Employee Departures

Position	Name	Date
Event & Sponsorship Coordinator	Jenn Mull	11/30/21
Dean, Student Services	Dana Merck	12/27/21
Floor Maintenance Technician	John Palazzo	12/27/21
Admissions Officer	Laureel Butler	12/31/21
Chair, Public Services Technology	Susan McIntyre	12/31/21
Lead Instructor, Nursing	Mary Briley	12/31/21
Clinical Coordinator, Radiography	Carla Williams	12/31/21