



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, January 11, 2023, at 9:00 AM, Historic Camp Glenn Building**

AGENDA			
I.	* A.	CALL TO ORDER Ethics Statement	Chair Melodie Darden
II.		FOUNDATION CHECK PRESENTATION A. Beaufort Old Towne Rotary	Chair Darden Ms. Christine Lamb
III.	*	APPROVAL OF AGENDA	Chair Darden
IV.	*	APPROVAL OF MINUTES (November 9, 2022 Attachment 1 ; November 14, 2022 Personnel, Policies & Bylaws Attachment 2 ; November 29, 2022 Curriculum & Special Board meeting Attachment 3, 4)	Chair Darden
V.		CHAIR REPORT	Chair Darden
VI.		NEW EMPLOYEES A. Heather Carpenter, Todd Foster, Gemma McLaughlin B. Tamasa Harden, Grant Seaton	Chair Darden Mr. Steve Sparks Dr. Maggie Brown
VII.		PRESENTATIONS A. Curriculum Admissions B. Follow up on Math and English Performance Measures	Chair Darden Mr. Lewis Stroud, Ms. Elizabeth New Dr. Maggie Brown
VIII.		COMMITTEE REPORTS A. Personnel, Policies, and Bylaws Committee	Chair Darden Trustee Mary Charles Jenkins
	*	1. Revisions to BOT Bylaws	
	*	2. Revisions to BOT Policies	
IX.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 5,6,7,8,9,10,11,12,13,14)	Chair Darden Trustee Mary Charles Jenkins Dr. Tracy Mancini
X.		BOARD COMMENTS	Chair Darden
XI.	*	CLOSED SESSION in accordance to N.C. GS 143-318.11(a)(1) and (a) (2); approval of Closed Session Minutes (November 9, 2022)	Chair Darden
XII.	*	ADJOURNMENT	Chair Darden

* Indicates Item for Action
Optional tour of BLET Gym

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
	Escoffier Dinners-register here		Hospitality & Culinary Arts Center
January 9, 2023	Spring Semester Starts		
January 13, 2023	Visit to Wayne CC Automotive/Diesel & Welding		Wayne Community College
January 20, 2023	Mary Mikels Concert	7:00pm	Joslyn Hall
January 25-27, 2023	NC Assoc. of Community College Presidents January Conference		Hospitality & Culinary Arts Center

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

NOVEMBER 9, 2022

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 November 9, 2022, 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
Mr. Doug Brady
Mr. Robin Comer (Zoom)
Mr. Bill Henderson
Ms. Penny Hooper (Zoom)

Mrs. Mary Charles Jenkins
Mrs. Rosa Langston
Mr. David Long (Zoom)
Mr. Doug Starcke (Zoom)

Trustees Absent

Ms. Dee Meshaw (Excused)
Mrs. Catherine Parker

Student Government Association Present

Mr. Anthony Pile, 2022-2023 SGA President

Administration Present

Dr. Tracy Mancini
Mr. Perry Harker
Mr. Matt Banko
Mr. Steve Sparks
Ms. Logan Okun
Ms. Brenda Reash
Ms. Amanda Bryant (Zoom)

President
Vice President, Corporate & Community Education
Vice President, Finance & Administrative Services
Vice President, Operations & Facilities
Director, Marketing & Public Information
Executive Director, Foundation
Director, Human Resources

College Employees

Mr. Kevin White
Ms. Christine Turner
Mr. Jerome Shepard
Ms. Vicky Brannon
Ms. Nicole Rasmussen
Mr. Curtis Gillikin

Public Safety Training Coordinator
Chair, Faculty Executive Committee
Coordinator, Business & Industry
Office Manager, TRIO
Nursing Instructor
Network & Security Administrator



Guests Present

Ms. Cheryl Burke	Reporter, Carteret News-Times
Dr. Matt Zetttl	Morehead City-Lookout Rotary Club
Ms. Mary Schronce	Morehead City-Lookout Rotary Club
Mr. Bubba Sanderson	Morehead City-Lookout Rotary Club
Ms. Mercedes Kamoru	Doctoral Student, NCSU
Ms. Cindy Webb	Doctoral Student, NCSU

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 said the Morehead City-Lookout Rotary Club has been supporting Carteret Community College students in the C-STEP program through scholarship funding for a long time. This club not only supports the students while they attend classes here, but support continues as the students transfer to UNC-Chapel Hill.

Since 2017, the club has awarded \$9,000 in scholarship funding at Carteret Community College, and an additional \$15,500 to those same students as they continued on at UNC-Chapel Hill after graduating from Carteret Community College.

The Morehead City-Lookout Rotary Club also supported Carteret Community College during the capital campaign with a gift of \$5,000 for the Hospitality & Culinary Arts Center.

Chair Darden thanked the Morehead City-Lookout Rotary Club for their generous donation. Dr. Matt Zetttl with the Rotary Club thanked the Board for allowing them to be partners for many years with the College.

APPROVAL OF AGENDA

Chair Darden presented the November 9, 2022, agenda for approval by the Board.

Mrs. Rosa Langston made a motion to approve the November 9, 2022, agenda as presented. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

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APPROVAL OF MINUTES

Chair Darden presented the October 12, 2022, minutes and the October 4, 2022, Curriculum/Student Support minutes for approval by the Board.

Mr. Doug Brady made a motion to approve the October 12, 2022, minutes and October 4, 2022, Curriculum/Student Support minutes as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Darden welcomed Ms. Cindy Webb and Ms. Mercedes Kamoru to the Board meeting. These ladies are doctoral students from NCSU that Dr. Mancini is mentoring. Dr. Mancini briefly told the Board about the mentor program she is a part of.

Chair Darden thanked Dr. Mancini and the College for hosting the Pizza Event to welcome the French Escoffier Chefs at the Hospitality and Culinary Arts Center. Those trustees in attendance were Mr. Comer, Mr. Henderson, Ms. Hooper, and Chair Darden. Also, in attendance was former trustee Mike Curtis and State Board member Ms. Ann Whitford.

Chair Darden thanked Dr. Johnson for representing the Board at the Wind Energy Symposium at the College.

Chair Darden announced that Dr. Mancini and the Automotive and Diesel Faculty will be visiting Wayne Community College on November 22, 2022, and has invited the Trustees to attend.

Chair Darden said that Culinary lunches are back and it is time to register for the Escoffier Dinners.

Chair Darden congratulated Trustee Brady on his new grandson.

NEW EMPLOYEES

A. Mr. Curtis Gillikin, Network & Security Administrator

Mr. Matt Banko introduced Mr. Curtis Gillikin. Mr. Gillikin is a native of Carteret County. He is also a graduate of Carteret Community College with an Associate of Applied Science Degree in Information Systems and is grateful to have the opportunity to give back to the College and the community that has given so much to him.

B. Ms. Vicky Brannon, Office Manager of TRIO

Dr. Mancini introduced Ms. Vicky Brannon and asked her to say a few words. Ms. Brannon said she was glad to be at Carteret Community College and excited to be a part of TRIO. She had previously worked for the State in Law Enforcement.

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C. Ms. Nicole Rasmussen, Nursing Instructor

Dr. Mancini introduced Ms. Nicole Rasmussen and asked her to say a few words about herself. Ms. Rasmussen started in the ADN program at Pitt Community College and is finishing up her career at Carteret Community College. She said it is a pleasure to be here at Carteret Community College.

PRESENTATIONS

Mr. Jerome Shepard, Coordinator of Business and Industry, presented on the Apprenticeship Program. Mr. Shepard said that Carteret Community College had recently been certified to be a part of the Apprenticeship Program. The College will be partnering with local businesses to have apprenticeships. A big part of the Apprenticeship Program is On the Job training. The student has to complete a minimum of 2,000 hours of training which is about one year. The student must be at least 16 years old to participate and if the student is 16 or 17 years old, they must have parental consent.

The North Carolina Legislature allocated \$12 million throughout the State for businesses to get plugged into this program so that they will receive funds by participating. The College distributes these funds through the County. A business can get reimbursed for a new apprentice based on the registered wage scale. Some of the businesses in our area that are participating are Jarrett Bay, Parker Boats, Bally, and the Beaufort Hotel. Also, Healthcare is a big participant for our Nursing students.

Trustee Langdon commented how excited she was about this program and glad that the students at the College can take advantage of this program. Mr. Perry Harker commented on the program.

OLD BUSINESS

Chair Darden advised the Board there were two policies for the second reading. The first policy was the Placement Test Policy. Dr. Mancini was recognized to explain the policy.

Dr. Mancini explained that the policy was more current but less specific. The protocols in the policy are more in alignment with the system office.

The second policy was the Withdrawal Grade Policy. Dr. Mancini was recognized to explain this policy. She advised the Board that the College had very specific withdrawal policies and now they are asking for more of a blanket policy to work with the student to assist them in withdrawing or leave it up to the instructor's discretion. There was a discussion between Dr. Mancini and the Board about the Withdrawal Policy. Ms. Christine Turner, Chair of the Faculty Executive Committee, spoke in favor of the policy.

Chair Darden asked for separate motions for each policy.

Trustee Langdon made a motion to adopt the Placement Test Policy. Trustee Jenkins seconded the motion. Without further discussion, the motion passed unanimously by voice vote.

Trustee Langdon made a motion to adopt the Withdrawal Grade Policy. Trustee Jenkins seconded the motion. Trustees Darden, Henderson, Jenkins, Johnson, Brady, Langston, and Hooper voted in favor of the policy; Trustees Comer and Long objected to the motion. The motion passed.

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NEW BUSINESS

Chair Darden advised the Board they would need to vote to cancel or keep the December 14, 2022, meeting.

Trustee Doug Brady made a motion to cancel the December 14, 2022, meeting. Trustee Jenkins seconded the motion. Without further discussion, the motion passed unanimously by a voice vote.

COMMITTEE REPORTS

Trustee Jenkins was recognized to give a report from the Personnel, Policies, & Bylaws Committee that met on November 2. She presented the Board of Trustees' Bylaws to the Board. She advised the Board that at the January Board of Trustees meeting they would vote to approve the revisions. She also advised the committee would be reviewing the Policies at their next meeting, November 14, 2022. The Board also discussed whether or not to keep the policy of using Zoom in the case of closed session. The Board decided to leave the policy as is and allow Board members to participate in closed session via Zoom.

OTHER REPORTS

Trustee Jenkins was recognized to give a Foundation report. She advised the Board that the Foundation Board had met on November 8, 2022, for a regular meeting and then followed by their Annual Retreat. She advised that the Foundation Board is working to get solid sponsorships for 2023. Ms. Brenda Reash, Executive Director of the Foundation was recognized to update the Board about participation for funding.

Dr. Mancini said she was glad Mr. Jerome Shepard could come and talk about the Apprenticeship Program since it was Apprenticeship Month. Dr. Mancini reported that the College had a Big Rock Career Center Job Fair and the businesses that participated were Jarrett Bay Boatworks, Parker Offshore, Veneer Tech, and Frank Door Company. Over 30 people showed up to try and get employed with these businesses. The College also hosted the Home Builders Association for continuing education. That brought 110 people to the campus. The College received nice FaceBook posts from the Home Builders Association. Dr. Mancini gave a shout-out to Nail Tech student Anna Lester, who placed third in the Skills competition at the North Carolina State Fair in October. Dr. Mancini also thanked everyone for their participation in various events when the French visitors were here.

Student Government Association President, Mr. Anthony Pile, advised the Board that the Food Drive to stock the pantry was still ongoing. There is also a Toy Drive, Operation Homefront, which is for at-need soldiers at Camp Lejeune. The toys can be dropped off at the Bryant Student Center and the end date is December 4, 2022. The SGA also participated in the Relay for Life by having a bounce house and Cosmetology came out and painted faces.

Dr. Mancini recognized Ms. Logan Okun, Director of Marketing & Public Information, to present the new 30-second commercial. Ms. Okun gave an overview of the commercial and played the commercial which is on the College website.

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BOARD COMMENTS

Trustee Henderson thanked Mr. Anthony Pile and Mr. Jerome Shepard for sharing their reports. He also enjoyed having the new employees attend the meeting.

Trustee Jenkins thanked Ms. Okun for the new commercial, it was very professional. She was also excited about the expansion of the Nursing program.

Trustee Long reiterated what Trustee Henderson said and added what a great opportunity the Apprenticeship Program is.

Trustee Hooper agreed with Trustee Long.

Trustee Starcke echoed what Trustees Long and Hooper said regarding the Apprenticeship Program.

Mr. Anthony Pile said that from a student's point of view, he really appreciated the attendance policy.

Trustee Langston was overjoyed by many things heard at the meeting especially the Apprenticeship Program and the extension of the Nursing Program.

Trustee Brady said he enjoyed hearing about the Apprenticeship Program and thanked the Rotary Club for their donation and support.

Trustee Johnson said that she always enjoys the presentations.

Chair Darden said she was glad that the College is meeting the needs of the students and thrilled that there are new hires at the College.

CLOSED SESSION

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

Trustee Bill Henderson made a motion to go into closed session in accordance to NCGS 143.318.11 (a)(5). Trustee Rosa Langston seconded the motion. Without further discussion, the motion passed unanimously by voice vote at 10:28 a.m.

Those asked to stay included Mr. Kevin White, Mr. Steve Sparks, Mr. Perry Harker, Mr. Matt Banko, and Mrs. Laura Sullivan.

The Board came out of closed session at 11:03 a.m.

Chair Darden asked for a motion to approve the FTS bid for the Fire Training Facility.

Trustee Rosa Langston made a motion to approve the FTS bid for the Fire Training Facility; Trustee Brady seconded the motion. Without further discussion, the motion passed unanimously by voice vote.

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Chair Darden asked for a motion to approve the purchase of 103 South Lockhart Street property for \$275,000.

Trustee Mary Charles Jenkins made a motion to approve the purchase of 103 South Lockhart Street property for \$275,000; Trustee Wrenn Johnson seconded the motion. Without further discussion, the motion passed unanimously by voice vote.

ADJOURNMENT

There being no further business to come before the Board, Mr. Bill Henderson made a motion to adjourn at 11:05 a.m.

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



Attachment 2

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES
PERSONNEL, POLICIES, & BYLAWS COMMITTEE
NOVEMBER 14, 2022

CALL TO ORDER

Following proper notification, Trustee Mary Charles Jenkins, Personnel, Policies, & Bylaws Committee Chair, called the meeting to order at 11:06 a.m. on Monday, November 14, 2022, 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
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 November 14, 2022, agenda for approval by the committee.

Trustee Rosa Langston made a motion to approve the November 14, 2022 agenda. Trustee Melodie Darden seconded. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES

Chair Jenkins presented the November 2, 2022, minutes for approval by the committee.

Trustee Rosa Langston made a motion to approve the November 2, 2022, minutes. Trustee Melodie Darden seconded. The motion passed unanimously by voice vote.

UPDATE/EDIT POLICIES

Chair Jenkins and the committee continued work on the Governing Policies for the Board of Trustees. The committee finished working on the Policies and Mrs. Laura Sullivan will be making the changes that the committee made.

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OTHER ITEMS AS DEEMED APPROPRIATE

Chair Jenkins mentioned it would be nice to have a copy of the Bylaws and the Policies at every Board of Trustees meeting. Mrs. Sullivan will make a copy to bring to those meetings going forward.

The committee discussed the timeline of the Policy revisions they have just made. At the January Board of Trustees meeting, there will be a first reading of the Policies and a second reading for the Bylaws. Also, discussed was the Barwick Award. The committee decided to put solicitations out for this award in January and the deadline will be early March. The vote on the Barwick Award will be at the April Board meeting in a closed session and will be presented at the Awards Night in May.

Chair Jenkins and the committee discussed possible nominees for the President Emeritus.

The committee discussed the timeline for the Board's Self-Evaluation. The Self-Evaluation takes place in the Spring and the review is in August. The committee decided that the Self-Evaluation would be assigned in May, due in June, and the review at the Annual Meeting in August.

The President's Evaluation was also discussed by the committee. The President's Evaluation will be due in April and discussed at the April Board of Trustees meeting in a closed session.

The committee set dates for their meetings for the remainder of the year.

ADJOURNMENT

There being no further business, Trustee Darden made a motion to adjourn; Trustee Langston seconded. The motion passed unanimously by voice vote and the meeting was adjourned at 1:14 p.m.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant to the Board

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

Date

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

Date

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CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES
CURRICULUM/STUDENT SUPPORT
MINUTES OF MEETING
NOVEMBER 29, 2022

CALL TO ORDER

Following proper public notification, Trustee Rosa Langston, Curriculum/Student Support Committee Chair, called the meeting to order at 3:50 p.m. on Tuesday, November 29, 2022, in the Henry J. McGee Boardroom, Carteret Community College, Morehead City, North Carolina.

Curriculum/Student Support Committee Members Present:

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

Administration/Others Present (In-Person):

Dr. Tracy Mancini, President
Dr. Maggie Brown, Vice President of Instruction and Student Support
Mrs. Laura Sullivan, Executive Assistant to the President/Assistant Secretary to the Board

APPROVAL OF AGENDA

Chair Rosa Langston presented the November 29, 2022, agenda for approval by the committee.

Trustee Darden made a motion to approve the November 29, 2022, agenda. Trustee Jenkins seconded. The motion passed unanimously by voice vote.

CONSIDERATION OF PROPOSED ITEMS

Chair Langston explained the Surgical Technology Program to the committee. Carteret Community College seeks Board approval to begin the program application planning phase for a curriculum Surgical Technology Associate degree. The College has the opportunity to apply for a NC Community Colleges High Cost Program Start Up grant that would provide up to \$500,000 over two years to support salaries, equipment, and supplies. The deadline for the Grant application is December 1, 2022.

Chair Langston asked for questions from the committee. There were no questions, only comments from Trustee Jenkins and Chair Langston.

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Chair Langston asked for a motion to approve bringing the planning process for a Surgical Technology Program to the Full Board to become part of the curriculum at the College.

Trustee Mary Charles Jenkins made a motion to approve recommending the Surgical Technology Program to the Full board to become part of the curriculum at the College. Trustee Darden seconded. The motion passed unanimously by voice vote.

ADJOURNMENT

Chair Langston asked for a motion to adjourn the committee.

Trustee Jenkins made a motion to adjourn the committee at 3:55 p.m. Trustee Darden seconded the motion and the motion passed unanimously by voice vote.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board
November 30, 2022

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

Date

Rosa Langston, Chair of Curriculum/Student Support Committee

Date



Attachment 4

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF SPECIAL MEETING

NOVEMBER 29, 2022

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 4:00 P.m. on November 29, 2022, at the Henry J. McGee Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

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

Mrs. Mary Charles Jenkins (Zoom)
Mrs. Rosa Langston (In-Person)
Mrs. Dee Meshaw (Zoom)
Mrs. Catherine Parker (Zoom)
Mr. Doug Starcke (Zoom)

Trustees Absent

Mr. Doug Brady
Mr. David Long

Administration Present (In-Person)

Dr. Tracy Mancini	President
Dr. Maggie Brown	Vice President, Instruction & Student Support
Mr. Perry Harker	Vice President, Corporate & Community Education
Mr. Matt Banko	Vice President, Finance & Administrative Services
Ms. Logan Okun	Director, Marketing & Public Information
Ms. Laura Sullivan	Executive Assistant to the President/Assistant Secretary to the Board

Guests Present

Ms. Cheryl Burke Reporter, Carteret News-Times

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Ethics Reminder

Chair Melodie Darden called the special meeting to order at 4:00 p.m. and 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.

APPROVAL OF AGENDA

Chair Darden presented the November 29, 2022, agenda for approval by the Board.

Trustee Bill Henderson made a motion to approve the November 29, 2022, agenda as presented. Trustee Rosa Langston seconded the motion. Without further discussion, the agenda was unanimously approved by voice vote.

NEW BUSINESS

Chair Darden recognized Dr. Maggie Brown to present the Surgical Technology Program to the Board. Dr. Brown advised that the College requires Board approval to begin the program application planning phase for a curriculum Surgical Technology Associate degree. There is a local need for surgical technicians at Carteret Health Care and other surgical facilities in Carteret County as well as hospitals and surgical facilities in the region. Carteret Health Care has agreed to host the proposed program on their campus. The College has the opportunity to apply for a NC Community Colleges High Cost Program Start Up grant that would provide up to \$500,000 over two years to support salaries, equipment, and supplies. The deadline for this grant is December 1, 2022.

There was some discussion and questions from the Board about the job description, employment outlook, and equipment needed for surgical technologists.

Chair Darden stated that the motion comes from the Curriculum/Student Support Committee to approve beginning the program application planning phase for a curriculum Surgical Technology Associate degree. Without further discussion, the motion was unanimously approved by voice vote.

ADJOURNMENT

There being no further business to come before the Board, Trustee Rosa Langston made a motion to adjourn at 4:13 p.m. and Trustee Bill Henderson seconded. The motion passed unanimously by voice vote.



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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Attachment 5

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: January 6, 2023
SUBJECT: Board of Trustees January 11, 2023, Meeting

On behalf of the students, faculty, and staff, I wish each of you a happy, healthy 2023. Thank you for all you do to support Carteret Community College in fulfilling our mission to serve and empower our students and coastal community.

Since the November BOT meeting, there have been many completions, celebrations, and festivities on campus. The College celebrated **graduations and pinnings** for the Crystal Coast Fire Academy, BLET, Phlebotomy, Nail Tech, Therapeutic Massage, Nurse Aide, and Carteret Correctional Center masonry certificate and GED completers. In keeping with our commitment to increase training in trades and technical fields, 33 students completed Forklift Operator Certification courses, 25 obtained Electrical Contractor CEUs, and 45 completed NC Auto Safety Inspection Certification/Recertification training. Twenty-five students completed Commercial Driver's License (CDL) certification training in December.

Students and employees decked the halls with holiday decorations and generously donated/collected gifts for seniors and others in need in our community. We enjoyed a wonderful **holiday party** on December 16, complete with sing-alongs; contests for holiday sweaters, socks, and hats; a delicious brunch buffet crafted by Culinary and Baking & Pastry Arts faculty; and a visit from Santa (Richard Abell).

Corporate and Community Education conducted an **internal accountability plan audit** in Fall 2022. We are delighted to report that all staff exceeded required visitation percentages and classes met as scheduled with good attendance.

The **Foundation** Board of Directors will hear the results of their **June 30, 2022 Audit** on January 10.

The Foundation finalized a major gift to name the **Radiography Lab** in December. The donation covered recently purchased digital equipment that brings both radiography labs to current standards. The College also completed **BLET Building** improvements in December. A Sheriff's deputy in the building when the new gym equipment was installed said to me, "I graduated from Carteret's program a few years back. These improvements make it feel like a real police academy." BLET Director Amy Snider-Wells had a great vision for the building, and Steve Sparks and team made it happen.

January welcomes our new and returning students, including first-time "spring-start cohorts" in the **Associate Degree in Nursing** (ADN) and **Esthetics** programs. January 4 also brings the completion of our 1.3-mile **Educational Walking Trail**. Campus and community members are already enjoying it.

We will conduct a litter cleanup at Fort Macon for our third annual **Martin Luther King, Jr., Day of Service** on Monday, January 16, in conjunction with the SGA.

The Foundation presents **Mary Mikels** performing Broadway songs and other favorites on January 20 at 6 p.m. at Joslyn Hall. Tickets are \$10 in advance, \$20 at the door.

Carteret CC will host the **NC Association of Community College Presidents** (NCAACP) winter conference January 25 – 27. Presidents from The Great 58, as well as representatives from the State Board of Community Colleges and System Office, will meet in the Elizabeth and Doug Townsend Event Hall. We are offering our guests tours of the College on Wednesday, January 25, and Friday, January 27, from 12:30 to 3. Trustees are welcome to join the tours or attend the opening night reception on January 25 at 5:30 p.m. at the Beaufort Hotel.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 1/3/2023
SUBJECT: Corporate and Community Education Board January Board Report

The end of the semester is an excellent time of year to celebrate students completing certifications or credentials. We held pinning ceremonies for students completing Phlebotomy, Nail Tech, Massage Therapy, and Nursing Assistants. In addition, we held graduation at Carteret Correctional Center for students completing Masonry and High School equivalency (GED) programs.

We held the Graduation Ceremony for The Crystal Coast Fire Academy in December 2022. Nineteen cadets completed the course and are now North Carolina Certified Firefighters. Several already had job offers.

The Register Suite Team and Corporate and Community Education Division collected and distributed over 200 pairs of socks, 150 blankets, and other needed items, which they donated to area nursing homes and shelters as part of our annual Christmas community project.

We continue to work closely with Veneer Technologies providing training to their workforce. We have completed six "Introduction to Lean" classes and several more training classes planned for the first quarter of 2023.

We continue to promote Apprenticeship opportunities with local companies. We have one Hospitality and two Manufacturing companies that have signed a Partnership Agreement to establish an Apprenticeship Program at their companies.

A requirement of the Corporate and Community Education internal accountability plan is to report a summary of the internal audit results to the Board of Trustees. For fall 2022, all staff exceeded the required visitation percentages and found classes meeting as scheduled with good attendance.

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.

SBC hosted the Small Business Saturday Holiday Market and Street Fair the Saturday after Thanksgiving 3:00 – 8:00 pm, with 125 Vendors on Campus & hundreds of shoppers, performances by local dance studios, a local band, and an appearance by Santa. We estimate approximately \$50,000 plus in revenue earned by vendors.

Last semester we provided certification or recertification courses in several areas. We had 33 students complete Forklift Operator Certification courses, 25 enrollees obtained Electrical Contractor CEUs, and 45 students completed NC Auto Safety Inspection Certification/Recertification training.

Twenty-five students completed our Commercial Driver's License (CDL) certification training program in December. We have scheduled both weekday and evening/weekend classes for Spring 2023.

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TO: Carteret Community College Board of Trustees

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

DATE: 01/05/23

SUBJECT: Board of Trustee 01/11/23 Meeting

Instruction and Student Services work on preparing students for Spring '23 continued through the break between semesters. We assisted students with applying to the college, helped with financial aid questions and applications, provided new student virtual orientations, and met with CCP families to finalize spring schedules.

- All remaining institutional Tuition and Fee Assistance funds have been allocated.
- At the time of this report, we are about 8% behind enrollment as compared to Day 1 of Spring '22. Please remember that we were up about 20% that year over the previous year's enrollment. We still have students coming in to apply and returning students coming in to register. We will have opportunities for block scheduled classes, late start, and second eight week classes as well.
- 24 new ADN students will be starting our first Spring Associate Degree Nursing cohort. 29 returning ADN students will be continuing from our Fall '22 cohort.
- 12 new Esthetics students will be beginning the Spring '23 cohort. 20 returning Esthetics students will be returning from the Fall '22 cohort. Please be sure to book appointments in our Esthetics Salon!
- The College, in partnership with CCPS, will be hosting a two-day professional development workshop for all CCPS Middle and High School counselors and CDC's on January 30 & 31. Training topics will focus on Career and College Promise eligibility and pathways and overall education on College programs and Student Support Services.
- Our UNCW CCURE (Community College Undergraduate Experience Program for spring is nearly at capacity. 10 students have the opportunity to sign up through UNCW for a 1 credit hour research class. The class is taught by our Biology Instructor, Quent Lupton on our campus. Students participate in designing and carrying out a research project and get credit as a UNCW student. CCURE is a partnership between UNCW and currently 8 NCCCS institutions.
- We are excited to announce that the Skills USA Post-Secondary State Culinary, Baking & Pastry and Restaurant Service Competition will be held at Carteret Community College this year. The contest will be held on March 31st. This is the contest that determines who goes to Nationals.

[Return to Agenda](#)



TO: Carteret Community College Board of Trustees

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

DATE: January 4, 2023

SUBJECT: Board of Trustee January 11, 2023 Meeting

Financial Services

- The Business Office received a **“GREEN Risk Level”** rating for our FY22 EAGLE audit. EAGLE stands for Enhancing Accountability in Government through Leadership and Education. The green level is the highest standard rendered by the Office of State Controller. The entire business office team works diligently to maintain high internal control standards which are important to provide accurate and timely reporting and protect the College against misappropriation of assets.
- Laveria Murrell, Accounts Payable Technician at the College has accepted the Assistant Financial Director position with the Town of Beaufort. Laveria has worked at the college for a little over 17 years. The College wishes Laveria much success and happiness in her new position.
- The table below provides cash balances as of N 30, 2022

Bank Reconciliation Status Report									
	CORE BANKING State Funds			BB&T Institutional Funds			FIRST CITIZENS County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
Jul-22	08/01/22	08/15/22	\$ 296,774.66	08/01/22	08/19/22	\$ 2,871,554.21	08/01/22	08/15/22	\$ 526,857.44
Aug-22	09/01/22	09/05/22	\$ 341,046.12	09/01/22	09/06/22	\$ 2,641,634.55	09/02/22	09/05/22	\$ 265,037.04
Sep-22	10/03/22	10/05/22	\$ 141,533.41	10/03/22	10/07/22	\$ 2,854,702.19	10/03/22	10/05/22	\$ 49,536.55
Oct-22	11/1/2022	11/7/2022	\$ 72,213.29	11/01/22	11/07/22	\$ 2,534,505.44	11/01/22	11/07/22	\$ 594,517.14
Nov-22	12/1/2022	12/19/2022	\$ 187,003.75	12/01/22	12/20/22	\$ 2,433,145.09	12/01/22	12/19/22	\$ 369,119.48

Budget and Expenditure Update

- State and County expenditures are in-line with allocations and projections.
- State allocations total \$15,339,753 with the addition of \$18,625 for Expansion of Apprentice Programs, \$161,865 for Longevity payroll disbursement and \$320 for Customized Training Program.
- Total state expenditures totaled \$7.4M or 48.5% of state allocations as of January 1
- County operating expenditures totaled \$1.4M or 49.5% of the FY-23 allocation
- County capital projects expenditures totaled \$345K
- The tables below summarize actual to budget amounts for State, County and Institutional Funds by purpose through January 1, 2023:



State				
		<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$ 3,416,100	\$ 1,658,946	48.6%
2XX	Curriculum Instruction	6,954,326	3,529,059	50.7%
3XX	Continuing Education	1,871,011	923,795	49.4%
4XX	Academic Support	1,116,254	557,139	49.9%
5XX	Student Support	1,355,558	608,391	44.9%
9XX	Equipment/Capital	626,504	162,771	26.0%
Totals:		\$ 15,339,753	\$ 7,440,101	48.5%

County				
		<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$ 398,521	\$ 158,926	39.9%
6XX	Plant Operations & Maintenance	\$ 2,447,479	1,249,393	51.0%
9XX	Capital Outlay	\$ 1,000,000	344,939	34.5%
Totals:		\$ 3,846,000	\$ 1,753,258	45.6%

Institutional				
		<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$ 1,062,000	\$ 422,968	39.8%
2XX	Curriculum	573,000	333,424	58.2%
3XX	Continuing Education	200,000	145,169	72.6%
4XX	Academic Support	225,000	71,127	31.6%
5XX	Student Support	623,000	351,998	56.5%
7XX	Proprietary/Other	200,000	164,722	82.4%
8XX	Student Aid	3,410,000	1,514,355	44.4%
9XX	Capital Outlay	1,650,000	328,383	19.9%
Totals:		\$ 7,943,000	\$ 3,332,146	42.0%

Campus Information Technology

- Current Projects
 - Rural Broadband Project – NCDIT will be on campus to review fiber infrastructure
 - Preparing rooms for technology needs for the Spring Semester
 - Setup Wayne West 218 as computer lab for Nursing Program and other uses
 - Repurposing temperature check stations as scheduling stations at building entrances
 - Preparing *Colleague Instant Enrollment* for Continuing Education registration


Emergency Preparedness and Security

- Updating the Emergency Operating Plan. Draft under review
- Evaluating door access systems
- 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 12/31/22:

	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 12/31/22	\$2,455,407	\$2,886,978	\$242,415	\$286,151
Remaining Funds	\$0	\$247,898	\$0	\$198,310

TO: Carteret Community College Board of Trustees

FROM: Steve Sparks, Vice President, Operations and Facilities

DATE: January 3, 2022

SUBJECT: Board of Trustee January 11, 2023 Meeting Date

- Thomas Simpson Construction will complete Phase III of the trail by January 3. A final walk through is scheduled for January 4. The college will be submitting a request to the city planning board for permission to plant trees between Banks St. and the new trail in the city's right of way
- Survey results exploring alternative routes to direct stormwater runoff at the new firing range site are expected soon. Currently a long ditch would have to be installed to route the stormwater.
- The fire tower site borings were completed by Geo Tech. The results should be sent to Fire Training Structures (FTS) this week. FTS will use the findings to submit to the college an engineered foundation and footing plan.
- Curtis Roofing is projecting a scheduled project date of May 29, 2023 as the start date for the Civic Center/Smith roof replacement.
- Please welcome three new members to our Operations and Facilities team, Heather Carpenter, Gemma McLaughlin, and Todd Foster.
 - Heather has been working part-time with the department and accepted a fulltime position as Administrative Assistant.
 - Gemma McLaughlin has been working part-time with the department and accepted a full-time position as Custodian.
 - Todd accepted the posted full-time Maintenance Tech II position. Todd was previously working with Wes Daniel at the foundation boat yard.
- Routine and Preventative Maintenance is ongoing.



TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: January 3, 2023
SUBJECT: Board of Trustee January 11, 2023 Meeting

Fundraising and Donation & Resale Program revenue to-date for this fiscal year is: \$206,519; 35% of total year budget goal. Endowment funds added this year to-date: \$87,014. Annual Scholarship funds added this year to-date: \$30,782; Program Funds added this year: \$151,935.

During the November meeting which was the annual retreat for the Foundation Board of Directors, they completed updating the Foundation's Strategic Plan.

The Campus Week of Giving update (Annual Fund Giving by Employees), held the first week of November 2022 (aligned with employee bonus month) - Employee Giving Participation - 72%.

Board Annual Fund Participation Request Update

Board of Trustees – 33%

Foundation Board of Directors – 82%

Community Relationship and Current Activities:

A Radiography Lab naming agreement and donation was finalized before the year-end, this naming and gift will reimburse the college for Radiography Lab equipment recently purchased.

The Foundation Board of Directors will be presented the June 30, 2022 Audit for final review by the external auditing firm at the January 10, 2023 regular meeting.

New annual scholarships established:

Tyler Dees Captain's License Memorial Scholarship. Friends of the family are currently participating in a peer-to-peer fundraising effort, we are supporting this effort with the following giving page: [Tyler Dees Captain's License Memorial Scholarship - JustGiving](#) This scholarship will support students enrolling in the Captain's Licensing Program.

Crystal Coast Corks & Forks Scholarship - \$2,500 for Culinary Arts and Baking & Pastry Programs has been officially funded for spring 2023 semester.

Emerald Isle Realty Peggy "Ann" Huffman Memorial Scholarship – two, \$750 scholarships for Hospitality Program students.

The Foundation team and board members signed off on sponsorship letters mailed in November, to date this focus has raised \$9,000 for 2023 events; to-date \$5,500 has been raised by new event sponsor relations.



UPCOMING EVENTS

American Red Cross Blood Drive - Wednesday, January 25, 2022 – HCAC

Sound Discovery Lecture Series

January 20 — Broadway Favorites & More Concert with Mary Mikels, a gifted soprano singer. Tickets are on sale now for \$10 in advance or \$20 at the door. 7pm in Joslyn Hall

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

Tickets are on sale for the popular Escoffier Dinner Series. Tickets are \$125 each. The dates for the dinners are as follows:

- Tuesday, January 25th – SOLD OUT
- Tuesday, February 21st
- Tuesday, March 21st
- Tuesday, April 25th

*See next page for Grant information.



GRANTS

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

Grantor	Purpose	Amount	Pending	Awarded	Not Awarded
NCDOT Highway Construction Trades Academy Letter of Interest	Establish Highway Construction Trades Academy	\$367,432	\$367,432		
Big Rock	Ambulance and equipment in fire departments	\$210,066			\$210,066
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		
Totals		\$2,840,036	\$ 2,164,789.92	\$59,830	\$615,416



TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: December 31, 2022
SUBJECT: Board of Trustee January 2023 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Certified Nursing Assistant Chair	New to replace current p/t	Reposted thru 1/9/2023
Cosmetology Instructor	Sherri Miller	Tamasa Harden DOH 12/1/22
Webmaster & Social Media Coordinator	New	Posting closed 11/29; pending review of this and other options
Instructor, Automotive/Diesel	New	Grant Seaton DOH 1/2/23
Maintenance Tech I & II (3)	Patterson/Thompson/Godette	Todd Foster DOT 11/21; reposting closed 12/4; pending review
Director, Operations & Facilities	Steve Sparks (3/1/23)	Posting closed 1/1/23
Nursing Instructor	Lori-Ann Sarmiento (3/1/23)	Posting closed 1/1/23
Boat Donation Technician	Todd Foster	Posted 12/15; closed 1/1/23
Accounts Payable Technician	Laveria Murrell	Preparing posting

*Excludes Adjunct part-time, temporary job postings

Historical Data:

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

Employee Headcount and Turnover

December Headcount		December Turnover	FY23 Turnover	Turnover Rate
F/T Perm Faculty	65	.60%	4.2%	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	168			FY18: 6.49%
Total Payroll	322			



Recent Employee Departures

Position	Name	Date
Custodian/Equipment Technician	Allen Smith	11/1/22
Instructor, Psychology	Heather Hebert	12/31/22

Additional Item:

Completed all job description reviews; Phase I of an internal & Labor Market Salary comparison.
Continued/completed the Leadership Symposium: Crucial Conversations for Emerging & Current Leaders

TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 01/04/2023
SUBJECT: Board of Trustee 01/11/2023 Meeting

1. Shana Olmstead, Culinary and the Baking and Pastry Students all planned and executed a wonderful Veterans Day Breakfast. This event was open to the public.
2. I created a Student Angel Tree this Holiday Season where students could request items that they needed. We had 34 students sign up and 32 students were “adopted” and received items that they requested.
3. Student Life had a float in the Morehead City Christmas Parade. We had 1 student and 3 staff members ride on the Float, along with Dr. Tracy Mancini.
4. The SGA will have our Back to Class Breakfast on January 9th & 10th where we offer Free pastries, muffins, coffee and juice for the first 2 days of the Semester.
5. Dr. Mancini, the SGA and I are planning a Service day Project for Martin Luther King Jr. Day. We will be hosting a Beach clean-up at Fort Macon on January 16th from 10am-12pm. This event is open to all Staff, Faculty and Students.
6. We have started planning for the Spring Fling that will be held in April.

TO: Carteret Community College Board of Trustees
FROM: Christine Turner, FEC Chair
DATE: January 6, 2023
SUBJECT: Board of Trustee ___January 2023_____ Meeting

Esteemed Members of the Board,

- Faculty will work on identifying needed faculty handbook updates
- Our next meeting is scheduled for January 13
- Trisha Miller updated and streamlined the syllabi for each division
- Vonda Godette and Caz Chambers collaborated on a proposed parking solution for the Wayne West building
- 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

TO: Carteret Community College Board of Trustees
FROM: Anthony Pile – SGA President
DATE: 01/04/2023
SUBJECT: Board of Trustee 01/11/2023 Meeting

1. The SGA Vice President Barbara Patenaude headed up Operation Homefront in December, which collected toys for our military families in need this Christmas.
2. The SGA board will be serving back to class breakfast on January 9th and 10th in the lobby of Wayne West 1st floor and in the MAPS Center.
3. We have started the conversation on details for the Spring Fling that will be held in early April.
4. The SGA, faculty, staff, and students in conjunction with Dr. Mancini are planning a beach clean-up day in memory of MLK Jr. on January 16th at Fort Macon from 10am-12pm.