

TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Tuesday, June 14, 2022 at 5:00 p.m., Camp Glen Building (Foundation)**

AMENDED AGENDA

- | | | |
|---------------|---|---|
| I. | CALL TO ORDER
A. Ethics Statement | Chair Melodie Darden |
| II. | FOUNDATION CHECK PRESENTATION
A. Texas Instruments for the Scott Eckholdt Summer Camp | Chair Melodie Darden
Ms. Wendi Oliver & Ms. Diane Tetreault |
| III. | NEW EMPLOYEES
A. Toby Finizio, Admissions Specialist
B. Kristian Jenkins, Student Life Coordinator
D. Rhonda Bagshawe, Paralegal Director
E. Mark Snyder, Fine Arts Instructor
F. Dee Smith, Event & Sponsorship Coordinator | Chair Melodie Darden
Dr. Maggie Brown

Ms. Brenda Reash |
| IV. * | APPROVAL OF AGENDA | Chair Melodie Darden |
| V. * | APPROVAL OF MINUTES (May 10, 2022; Attachment 1) | Chair Melodie Darden |
| VI. | CHAIR REPORT | Chair Melodie Darden |
| VII. | RECOGNITION OF TRUSTEES
A. Mrs. June Fulcher
B. Dr. Matt Zettl | Chair Melodie Darden |
| VIII. | NEW BUSINESS
* A. Consider July Meeting | Chair Melodie Darden |
| IX. | PRESENTATIONS
A. Human Resources (Postponed until August)
B. Facilities & Operations | Chair Melodie Darden
Mrs. Amanda Bryant
Mr. Jeremy Thompson |
| X. | COMMITTEE REPORTS
* A. Buildings and Grounds and Finance
(2023 Continuing Resolution; Handout) (May 25 Draft Minutes; Attachment 2)
* B. Curriculum and Student Support (Fees)
(May 26 Draft Minutes; Attachment 3)
C. Executive (2021-2022 Board Self-Assessment Report; Handout)
June 13, 2022 Emailed to Board) (May 25 Draft Minutes; Attachment 4)
* D. Personnel and Policy (Governing Policies Manual; Handout)
(May 27, 2022 Emailed to Board) (May 23 Draft Minutes; Attachment 5) | Chair Melodie Darden
Trustees Bill Henderson & Dee Meshaw

Trustee Rosa Langston

Chair Melodie Darden

Trustee Matt Zettl |
| XI. | OTHER REPORTS
A. Foundation Liaison Report (Liaison Appointment)
B. President's and Executive Leadership Council Reports
(Attachments 6 President , 7 CCED , 8 ISS , 9 Finance , 10 Plant Ops ,
11 Foundation , 12 HR , 13 SEC) | Chair Melodie Darden
Trustee Matt Zettl
Dr. Tracy Mancini |
| XII. | OLD BUSINESS
* A. Adverse Weather and Catastrophic Events Policy
(Third Reading; Attachment 14)
* B. 2022-2023 Slate of Officers | Chair Melodie Darden

Trustee Robin Comer |
| XIII. | BOARD COMMENTS | Chair Melodie Darden |
| XIV. * | ADJOURNMENT | Chair Melodie Darden |

DATES TO REMEMBER

DATE	EVENT	TIME	LOCATION
June 27, July 25, August 22, 2022	Savour the Summer Soirees	6-8pm	Hospitality and Culinary Arts Center
July 9-16, 2022	Spanish Mackerel & Dolphin Fishing Tournament	See link	https://carteret.edu/foundation/ccf-foundation-events/fishing-tournament-information/

* 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

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AGENDA

I.	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.	FOUNDATION CHECK PRESENTATION A. Texas Instruments for the Scott Eckholdt Summer Camp	Chair Melodie Darden Wendi Oliver & Diane Tetreault
III.	NEW EMPLOYEES A. Tobin Finizio, Admissions Specialist B. Kristian Jenkins, Student Life Coordinator D. Rhonda Bagshawe, Paralegal Director E. Mark Snyder, Fine Arts Instructor F. Dee Smith, Event & Sponsorship Coordinator	Chair Melodie Darden Dr. Maggie Brown Ms. Brenda Reash
IV. *	APPROVAL OF AGENDA	Chair Melodie Darden
V. *	APPROVAL OF MINUTES (May 10, 2022; Attachment 1)	Chair Melodie Darden
VI.	CHAIR REPORT	Chair Melodie Darden
VII.	RECOGNITION OF TRUSTEES A. Mrs. June Fulcher B. Dr. Matt Zettl	Chair Melodie Darden
VIII.	NEW BUSINESS	Chair Melodie Darden
* A.	Receive DRAFT Board Governing Policy Manual (May 27, 2022 Emailed to Board) (Handout)	Trustee Matt Zettl
* B.	Consider July Meeting	Chair Melodie Darden
IX.	PRESENTATION A. Human Resources	Chair Melodie Darden Mrs. Amanda Bryant
X.	COMMITTEE REPORTS	Chair Melodie Darden
* A.	Buildings and Grounds and Finance (2023 Continuing Resolution) (May 25 Draft Minutes; Attachment 2)	Trustees Bill Henderson & Dee Meshaw
* B.	Curriculum and Student Support (Fees) (May 26 Draft Minutes; Attachment 3)	Trustee Rosa Langston
C.	Executive (2021-2022 Board Self-Assessment) (May 25 Draft Minutes; Attachment 4)	Chair Melodie Darden
* D.	Personnel and Policy (Governing Policies Manual) (May 23 Draft Minutes; Attachment 5)	Trustee Matt Zettl
XI.	OTHER REPORTS C. Foundation Liaison Report (Liaison Appointment) D. President's and Executive Leadership Council Reports (Attachments 6 President , 7 CCED , 8 ISS , 9 Finance , 10 Plant Ops , 11 Foundation , 12 HR , 13 SEC)	Chair Melodie Darden Trustee Matt Zettl Dr. Tracy Mancini
XII.	OLD BUSINESS	Chair Melodie Darden
* A.	Adverse Weather and Catastrophic Events Policy (Third Reading; Attachment 14)	Trustee Robin Comer
* B.	2022-2023 Slate of Officers	Trustee Robin Comer
XIII.	BOARD COMMENTS	Chair Melodie Darden
XIV. *	ADJOURNMENT	Chair Melodie Darden

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* Denotes Action Item

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



**BOARD OF TRUSTEES
MINUTES OF MEETING
MAY 10, 2022**

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 5:06 p.m. on May 10, 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 (In-Person)	Dr. Wrenn Johnson (In-Person)
Mr. Robin Comer (In-Person)	Mrs. Rosa Langston (Zoom)
Mr. Bill Henderson (In-Person)	Mrs. Catherine Parker (Zoom)
Mrs. Mary Charles Jenkins (In-Person)	Mr. Doug Starcke (Zoom)

Trustees Absent

Mr. Michael Curtis
Mrs. June Fulcher, Vice Chair
Mrs. Dee Meshaw
Dr. Matt Zettl

Student Government Association Present

Mr. Orlando Hernandez 2021-2022 SGA Vice President (In-Person)

Administration Present

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

College Employees Present

Mrs. Bianca Abell	Chair, Staff Executive Committee (Zoom)
Mr. Richard Abell	Director, Emergency Preparedness and Security (In-Person)
Ms. Caz Chambers	Chair, Faculty Executive Committee (Zoom)

Guests Present

Mr. Sam Beasley	MaST Student (In-Person)
Mr. Preston Bolding	MaST Early College Robotic Team (In-Person)
Mrs. Cheryl Burke	Reporter, Carteret News-Times (In-Person)
Mr. James Clarkson	Instructor, Culinary Arts (In-Person)
Mr. Patrick Dineley	Chair, Information Technology, Office and Medical Office Administration (In-Person)

Ms. Jenmekia Gay	Student, SkillsUSA Job Skills Demonstration First Place Winner (In-Person)
Mr. Walker Gordon	Student, SkillsUSA Marine Services Technology (high school division) First Place Winner (In-Person)
Mr. John Green	Director, IT (In-Person)
Mr. Nicholas Farley	MaST Early College Robotics Team (In-Person)
Ms. Renee Henderson	Trustee Bill Henderson's cousin; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Mr. Kyle Henderson	Trustee Bill Henderson's brother; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Mr. Gabriel Henderson	Trustee Bill Henderson's nephew; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Mr. Doug Henderson II	Trustee Bill Henderson's brother; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Ms. Judy Thompson	Trustee Bill Henderson's sister; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Ms. Averi Henderson Linderman	Trustee Bill Henderson's daughter; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Ms. Beth Henderson	Trustee Bill Henderson's spouse; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Ms. Jenna Henderson	Trustee Bill Henderson's daughter; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Ms. DeAnna Henderson Bousman	Trustee Bill Henderson's sister; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Ms. Caroline Bousman	Trustee Bill Henderson's niece; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Ms. Ann Henderson	Trustee Bill Henderson's aunt; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Ms. Debbie Henderson	Trustee Bill Henderson's sister-in-law; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Ms. Francie Linderman	Trustee Bill Henderson's granddaughter; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Ms. Georgia Mac Linderman	Trustee Bill Henderson's granddaughter; Bonnie Henderson Hospitality and Culinary Scholarship Endowment (In-Person)
Mr. Billy Hurley	Lead Instructor, Diesel / Heavy Equipment (In-Person)
Dr. Rob Jackson	Superintendent, Carteret County Public Schools (In-Person)
Mr. Cory Johnson	Principal, MaST Early College (In-Person)
Ms. Zoe Kelly	Student, SkillsUSA Welding Technology (high school division); No Placement (In-Person)
Mr. Steve Martin	Chair, Welding Technology
Ms. Alaisha Murray	MaST Early College Robotics Team (In-Person)
Mrs. Shana Olmstead	Chair of Baking and Pastry, Culinary Arts, Foodservice Technology and Hospitality Management (In-Person)
Mr. Nicolas Pratt	Student, SkillsUSA Information Technology First Place Winner (In-Person)
Ms. Sarah Riggs	Student, SkillsUSA Culinary Arts First Place Winner (In-Person)
Ms. Rosanna Secchi	Student, SkillsUSA Culinary Arts Fourth Place Winner (In-Person)
Ms. Michelle Somogy	Student, SkillsUSA Customer Service First Place Winner (In-Person)
Mr. Noah Steinhauer	MaST Student (In-Person)
Mrs. Bena Weires	NCWorks Career Coach/SkillsUSA Coordinator (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. Bonnie Henderson Hospitality and Culinary Scholarship Endowment

Chair Melodie Darden said the family of Bonnie Henderson has established an endowment to honor her memory and the hospitality with which she served this community. She said the family wanted this tribute to honor Mrs. Henderson in a way that showed her spirit of welcoming friends and family into her home. Chair Darden said Mrs. Henderson always provided comfort and plenty of food to those who needed it. She was civic-minded and showed this through her volunteer actions for her church, the American Cancer Society, and planning country music extravaganzas for the local Babe Ruth Baseball program. Chair Darden said Mrs. Henderson's hospitality shined as she enjoyed visiting with people, finding family connections and remembering fond times.

Chair Darden said this endowed scholarship will support students in the Baking and Pastry Arts, Culinary Arts, and Hospitality Management programs who maintain a 2.5 GPA.

Trustee Bill Henderson thanked his family for their attendance at this Board meeting and for their generosity in giving to this scholarship, and he thanked the community for their generosity. He said his mom and dad always supported post-secondary education, and because of this, he and his siblings are all first-generation college graduates. Trustee Henderson said he and his family are thankful to be able to establish the Bonnie Henderson Hospitality and Culinary Scholarship Endowment.

Finally, the Henderson family presented a check for \$10,700 to the Foundation for this scholarship endowment.

STUDENT RECOGNITIONS

Chair Darden said she was delighted that Mr. Cory Johnson, Principal of MaST Early College and Dr. Rob Jackson, Superintendent of Carteret County Public Schools, could be in attendance at this Board meeting.

Mrs. Bena Weires said eighteen students traveled to Greensboro, NC, to compete in SkillsUSA and five of those were MaST students. She said the students' accomplishments are being celebrated at this meeting. She said SkillsUSA students who placed first in state competition in Greensboro will move on to national competition.

Career Coach Mrs. Weires introduced SkillsUSA students who were in attendance and placed at the state. Those students are listed below:

- Jenmekia Gay: First Place, Job Skills Demonstration (going to nationals)
- Walker Gordon: First Place, Marine Services Technology (high school division) (going to nationals)
- Zoe Kelly: Did not Place but represented the College well, Welding Technology
- Nicolas Pratt: First Place, Information Technology Services (going to nationals)
- Sarah Riggs: First Place, Culinary Arts (going to nationals)
- Michelle Somogy: First Place, Customer Service (going to nationals)
- Rosanna Secchi: Fourth Place, Culinary Arts (high school division)

The MaST High School robotics team (the Robot MaSTrs) and instructor Patrick Dineley were also recognized for competing in state level competition April 9-10, 2022, at Campbell University. Team members were Preston Bolding, Alaisha Murray, Nicholas Farley, Darby Fonner, Henry Swiber, and Mr. Dineley served as the mentor.

The team built a robot that could pick up balls, shoot them into goals, and pull itself up on a bar at the end of the match. The team finished fifth at the first competition and 19th at the second which qualified them to compete at the state championship.

At the state championship, the team's robot was damaged in a practice round and needed repairs. By the time the repairs were completed and the robot was working again, the team was only able to increase

their qualification rank to 26 out of 32 teams. The Robot MaSTrs were not selected by a team to compete in the playoffs due to the damages their robot experienced.

Diesel and Heavy Equipment instructor Mr. Billy Hurley was recognized for Student Appreciation Week by two MaST students for helping them with a broken ball joint on their friend's truck. Students Noah Steinhauser and Sam Beasley were appreciative of Mr. Hurley's skills and knowledge and his eagerness to help.

APPROVAL OF THE AMENDED AGENDA

Chair Melodie Darden presented the May 10, 2022, amended agenda for approval by the Board.

Mrs. Mary Charles Jenkins made a motion to approve the May 10, 2022, agenda as presented. Mr. Robin Comer seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF THE MINUTES

Chair Melodie Darden presented the April 12, 2022, minutes for approval by the Board.

Mr. Robin Comer made a motion to approve the April 12, 2022, minutes as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Melodie Darden reminded the Board that the College Awards Ceremony is scheduled for May 12 and Graduation is scheduled for May 13. She said she would like to see 100% participation from the Board. She said the trustees should let Ms. Jo Ann Cannon know if they will be participating.

Chair Darden said she and Trustee Mary Charles Jenkins attended the NC House Special Committee Public Hearing on Education at Morehead Primary School on April 25, 2022. She said Dr. Tracy Mancini along with Superintendent Dr. Rob Jackson spoke about collaborative efforts between Carteret County's public schools and the community college.

She thanked Trustees Bill Henderson and Robin Comer for attending the College's first Retiree Luncheon on May 5 at the Hospitality and Culinary Arts Center. Chair Darden said the College's second president, Dr. Donald Bryant, was also in attendance and it was a wonderful event.

NEW BUSINESS

There was no new business for discussion.

PRESENTATION

A. Business Office

Mr. John Green gave a presentation of the IT department's numerous functions and roles. He also described their process for preventing cyber-attacks should they occur at Carteret CC.

COMMITTEE REPORTS AND UPCOMING MEETINGS

A. Personnel and Policies

Chair Melodie Darden reported the Personnel and Policies committee met on April 28, 2022, to complete Section 4 of the Board Policies. She also reported the committee is working to complete the draft of the Board Policy Manual which will be presented at the June Board meeting for approval.

B. Nominations Committee

Trustee Robin Comer reported the Nominations Committee met at 4:00 p.m. just before this Board meeting to discuss and recommend the 2022-2023 Slate of Officers. Mr. Comer said the committee recommends the following 2022-2023 Slate of Officers:

- Mrs. Melodie Darden, Chair
- Dr. Wrenn Johnson, Vice Chair
- Dr. Tracy Mancini, Secretary
- Ms. Jo Ann Cannon, Assistant Secretary

Trustee Comer said the Slate of Officers must rest on the table until the June Board meeting. At that meeting, Mr. Comer will open the floor for nominations and voting will take place. He said the 2022-2023 Slate of Officers will assume leadership at the first Board meeting after the June meeting, which is typically the August meeting.

OTHER REPORTS

A. President and Executive Leadership Council Reports

Dr. Mancini said that SmartAsset released its Best Community Colleges in America – 2022 Report and Carteret CC was ranked #2 in the nation. The College was ranked #3 in 2021 and #4 in 2020. She said it is a great testimony to our faculty and staff and the great job that they do. SmartAsset base their decision on three criteria: (1) student to faculty ratio; (2) number of completers; and (3) affordability.

Dr. Mancini said the College's *Sound Bytes* podcast featuring Representative Pat McElraft premiered on May 2. She said the College appreciates Representative McElraft's tremendous support of the community college system and of education in general.

Dr. Mancini said the June podcast will feature an interview with Orlando Hernandez, a TRiO student who will graduate in May. She said he will be talking about what it is like to be a student at Carteret CC and discuss his plans after graduation.

Finally, Dr. Mancini highlighted an area on the Human Resources report, which is included in this meeting's packet, that 96% of current employees have been trained in Crucial Conversations. The final 4% will be trained over the next few months. Dr. Mancini said this training is meant to help our faculty and staff feel more comfortable addressing issues with one another, with supervisors, and with their reports so that they feel like they can talk about expectations and performance issues.

B. Faculty Executive Committee

Chair Caz Chambers had nothing further to report and said the Faculty Executive report is included in the meeting packet.

OLD BUSINESS

A. Adverse Weather and Catastrophic Events Policy

Chair Melodie Darden presented the policy to the Board for its second reading.

Discussion ensued and the Board agreed to table the policy and asked that the policy be brought back for approval with a few additional details about business continuity in the case of a catastrophe.

Mr. Bill Henderson made a motion to table the policy until the June meeting. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

BOARD COMMENTS

Trustee Bill Henderson commended Mr. Orlando Hernandez for being nominated for two awards, the Dallas Herring Achievement Award and the Parker Mathematics Scholarship Endowment.

Trustee Robin Comer thanked the Henderson family for their establishment of the Bonnie Henderson Hospitality and Culinary Scholarship Endowment. He also commended the SkillsUSA students on their accomplishments.

Trustee Mary Charles Jenkins said she is looking forward to Carteret CC's Celebration on the Sound. She also told the Board that when she was in the Bahamas recently that someone from North Carolina talked to her about receiving his Captain's Licenses from Carteret CC. Trustee Rosa Langston said she enjoyed the presentation about IT and she is looking forward to Graduation.

Dr. Wrenn Johnson said she is also proud of the student accomplishments. Dr. Johnson said that when she recently broke her arm, she was treated by Sarah Bennett, the Radiography student introduced at the April Board meeting. She said Ms. Bennett was a very good x-ray technician.

Mr. Orlando Hernandez thanked everyone for their support and encouragement. He said he will be attending UNC-Chapel Hill in the fall and is very excited to do so.

Finally, Chair Darden also commended the SkillsUSA students on their accomplishments.

ADJOURNMENT

There being no further business to come before the Board, Dr. Wrenn Johnson made a motion to adjourn the meeting at 6:09 p.m. Mr. Robin Comer 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
JOINT BUILDINGS AND GROUNDS AND FINANCE COMMITTEE
MINUTES OF MEETING
MAY 25, 2022

I. CALL TO ORDER

A. BUILDINGS AND GROUNDS COMMITTEE

Following proper public notification, Mr. Bill Henderson, Building and Grounds Committee Chair, called the meeting to order at 4:06 p.m. on May 25, 2022, in the Henry McGee Boardroom, Carteret Community College, Morehead City, North Carolina.

Buildings and Grounds Committee Members Present

Mr. Bill Henderson, Chair (In-Person)
Mrs. Mary Charles Jenkins (In-Person)
Mrs. Melodie Darden, Ex-officio (Zoom)
Mr. Doug Starcke (In-Person)

Buildings and Grounds Committee Members Absent

Mr. Robin Comer
Mrs. Catherine Parker

B. FINANCE COMMITTEE

Following proper public notification, Mrs. Dee Meshaw, Finance Committee Chair, called the meeting to order at 4:06 p.m. on May 25, 2022, in the Henry McGee Boardroom, Carteret Community College, Morehead City, North Carolina.

Finance Committee Members Present

Mrs. Dee Meshaw, Chair (In-Person)
Mrs. Melodie Darden, Ex-officio (Zoom)
Mr. Bill Henderson (In-Person)
Dr. Wrenn Johnson (In-Person)
Mr. Doug Starcke (In-Person)
Dr. Matt Zettl (Zoom)

Finance Committee Members Absent

Mr. Robin Comer
Mrs. Catherine Parker

Administration Present

Dr. Tracy Mancini	President
Mr. Matt Banko	Vice President of Finance and Administrative Services (In-Person)
Mr. Steve Sparks	Vice President of Operations and Facilities (In-Person)
Ms. Jo Ann Cannon	Executive Director of the President's Office / Assistant Secretary to the Board (In-Person)

II. APPROVAL OF THE AGENDA

Chair Bill Henderson presented the May 25, 2022, agenda for approval by the committee.

Mrs. Mary Charles Jenkins made a motion to approve the May 25, 2022, agenda. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Chair Dee Meshaw presented the May 25, 2022, agenda for approval by the committee.

Mr. Doug Starcke made a motion to approve the May 25, 2022, agenda. Mr. Bill Henderson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

III. INFORMATION ITEMS AND UPDATES

Dr. Tracy Mancini said she was invited to a meeting regarding the NC DOT Railroad and Crossing Closure. NC DOT meets every few years to discuss these items and these closures are being discussed again this year. Their recommendations create a crosswalk at 35th street; close the crossing in front of BLET; and keep the crossing in front of the College and the hospital. Currently, since the hospital is completed their Master Facilities Plan and may want to build a cancer tower in front of this crossing. Although several options are available, no decision has been made yet.

Dr. Mancini said the College has been approached by a company to see if we would be interested in applying for a grant to install electric vehicle charging stations. The committee members discussed the pros and cons and decided more information should be gathered, but the College should seriously consider this opportunity for the near future.

Finally, Dr. Mancini discussed the possibility of locating properties for the Transportation Technology building, such as the old Firestone Building in Cape Carteret. The College would like to grow the automotive technology and diesel and heavy equipment programs. Committee members agreed that other property should be considered in order to grow these programs until funding is available to construct a larger building on campus.

IV. CONTINUING RESOLUTION FOR FY 2023

Mr. Matt Banko reminded the committee members about the bi-annual budget for 2022 that was received in February 2022. He presented information to recommend the College continue expenditures beyond June 30, when we either do not receive a budget or the budget is approved later in the year. Mr. Banko presented the 2023 Continuing Resolution which would be presented to the Finance Committee for recommendation to approve and to the Board each year for their approval. Once approved, the chair would sign the form giving permission to continue expenditures beyond June 30.

Mr. Bill Henderson made a motion to approve the recommendation of the 2023 Continuing Resolution with the resolution being presented to the full Board at the June meeting. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

V. CLOSED SESSION (Pursuant To N.C. Gen. Stat. §143-318.11(a)(1) and (5))

- A. Property Acquisitions
- B. Building Information

Mrs. Mary Charles Jenkins made a motion to move into Closed Session pursuant to N.C. Gen. Stat. §143-318.11(a)(1) and (5)). Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

The Building and Grounds Committee, Finance Committee, Dr. Tracy Mancini, Mr. Matt Banko, Mr. Steve Sparks, and Ms. Jo Ann Cannon entered closed session at 5:00 p.m.

Discussion ensued regarding N.C. Gen. Stat. §143-318.11(a)(1) and (5)).

Mrs. Mary Charles Jenkins made a motion to move out of Closed Session. Mr. Doug Starcke seconded the motion. Without further discussion, the committee members, Dr. Tracy Mancini, Mr. Matt Banko, Mr. Steve Sparks, and Ms. Jo Ann Cannon came out of Closed Session at 5:10 p.m.

ACTION TAKEN FROM CLOSED SESSION

There was no action coming out of closed session.

VI. OTHER ITEMS AS DEEMED APPROPRIATE

Mr. Steve gave updates on the building and grounds renovations and maintenance.

VII. ADJOURNMENT

A. BUILDING AND GROUNDS COMMITTEE

There being no further business to discuss, Mrs. Mary Charles Jenkins made a motion to adjourn the meeting at 5:30 p.m. Dr. Wrenn Johnson seconded the motion. Without further discussion the motion was unanimously approved by voice vote.

B. FINANCE COMMITTEE

There being no further business to discuss, Mrs. Melodie Darden made a motion to adjourn the meeting at 5:30 p.m. Mr. Doug Starcke seconded the motion. Without further discussion the motion was unanimously approved by voice vote.

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
June 8, 2022



**BOARD OF TRUSTEES
CURRICULUM AND STUDENT SUPPORT COMMITTEE
MINUTES OF MEETING
MAY 25, 2022**

I. CALL TO ORDER

Mrs. Rosa Langston, Curriculum and Student Support Committee Chair, called the meeting to order at 4:59 p.m. on May 25, 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. Melodie Darden, Ex-officio (Zoom)
Mrs. Mary Charles Jenkins (In-Person)
Dr. Wrenn Johnson (In-Person)

Curriculum and Student Support Committee Members Absent

Mrs. Dee Meshaw

Other Trustees and Administration Present

Dr. Tracy Mancini (In-Person)
Dr. Maggie Brown (In-Person)
Ms. Jo Ann Cannon (In-Person)
Mr. Perry Harker (In-Person)

II. APPROVAL OF AGENDA

Chair Rosa Langston presented the May 26, 2022, Agenda for approval by the Committee.

Mrs. Mary Charles Jenkins made a motion to approve the May 26, 2022 Agenda as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

III. 2022-2023 COLLEGE FEES

Chair Rosa Langston began by saying the 2022-2023 College Fees will be discussed, reviewed, and recommended for approval and will be presented to the full Board at the June meeting.

A. Student Activity Fees (1E SBCCC 700.2)

Chair Langston explained these fees are not being increased for the 2022-2023 Academic Year. Instead, the fees will remain the same as approved by the Board for Academic Year 2021-2022. However, annual committee and Board approval is required. The fees are as follows:

- Summer Activity Fee is \$5
- Part-time Fall/Spring Activity Fee is \$20
- Full-time Fall/Spring Activity Fee is \$35

Mrs. Melodie Darden made a motion to approve the 2022-2023 Student Activity Fees as presented. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

B. Instructional Technology Fees (1E SBCCC 700.3)

Chair Langston explained that twelve credit hours is considered a full-time load and less than twelve credit hours is considered a part-time load. She said the instructional technology fees are not being increased for the 2022-2023 Academic Year. Instead, the fees will remain the same as approved by the Board for Academic Year 2021-2022. However, annual committee and Board approval is required.

- Summer Curriculum Tech Fee is \$20 Part-time; \$35 Full-time
- Part-time Fall/Spring Curriculum Technology Fee is \$20
- Full-time Fall/Spring Curriculum Technology Fee is \$35
- Continuing Education Technology Fee is \$5 per course

Mrs. Mary Charles Jenkins made a motion to approve the 2022-2023 Instructional Activity Fees as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

C. College Access, Parking and Security (CAPS) Fees (1E SBCCC 700.4)

Chair Langston explained these fees are not being increased for Academic Year 2022-2023. Instead, the fees will remain the same as approved by the Board for Academic Year 2021-2022. However, annual committee and Board approval is required.

She explained these fees are to support costs to acquire, construct, and maintain parking facilities, parking area enforcement, and student transportation. The fees are as follows:

- Maintain Summer CAPS Fee of \$7 (all students)
- Fall / Spring CAPS Fee is \$15 per semester (all students)

Mrs. Melodie Darden made a motion to approve the 2022-2023 College Access, Parking and Security (CAPS) Fees as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

D. Graduation Fee as Part of Other Fees (1E SBCCC 700.3)

Chair Langston explained this fee is not being increased for Academic Year 2022-2023. Instead, the fee will remain the same as approved by the Board for Academic Year 2021-2022. However, annual committee and Board approval is required.

Dr. Maggie Brown explained that a Graduation Fee of \$3 will be charged each semester to all students, including both full-time and part-time. This fee is used for the purpose of building a fund to pay for the student awards given each year and for hosting the Commencement of the quality that befits our students and our institution. This graduation fee would not be applied to Career and College Promise students.

Mrs. Mary Charles Jenkins made a motion to approve the 2022-2023 Graduation Fee as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

E. Corporate and Community Education Course Fees (1E SBCCC 700.5)

Chair Langston presented the Corporate and Community Education Course Fees to the committee for review and approval. Mr. Perry Harker said documentation is provided in the meeting packet and only highlighted fees have increased. Those fee increases are listed below:

1. Insurance Fees
 - Emergency Medical Science Malpractice Insurance increased from \$89.25 to \$100. This is an increase from the insurance company.
2. Course Supply Fees
 - CDL (Truck Driving Training) increased from \$1,820 to \$2,320. This increase is due to the increase in gas prices and maintenance.
 - Maritime Courses increased from \$45 to \$70. The cost is higher than anticipated when these fees were approved in 2021-2022.
3. Testing / Assessment Fees
 - Emergency Medical Science / Paramedic increased from \$60 to \$150. This fee is an increase from the vendors.

Dr. Tracy Mancini noted the Course Supply Fee for Emergency Medical Science Programs (Basic & Paramedic) was not highlighted as an increase on the provided documentation. Mr. Perry Harker said this is an increase from \$100 to \$120.

Mrs. Mary Charles Jenkins made a motion to approve the 2022-2023 Corporate and Community Education Course Fees as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

F. Curriculum Course Fees (1E SBCCC 700.5)

Chair Langston presented the Curriculum Course Fees to the committee for review and approval.

Dr. Maggi Brown said documentation is provided in the meeting packet. She said fees that increased are in red; decreased fees are in blue; yellow highlighted fees are those that have been removed and are no longer charged to students; and new fees are listed in the column marked "New."

Dr. Brown reviewed the curriculum course fee documentation noting all increases, decreases, removed, and new fees.

Mrs. Mary Charles Jenkins made a motion to approve the 2022-2023 Curriculum Course Fees as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

IV. ADJOURNMENT

With no further business to discuss, Chair Langston adjourned the meeting at 5:40 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
 June 8, 2022



**BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MINUTES OF MEETING**

May 25, 2022

CALL TO ORDER

Following proper public notification, Trustee Melodie Darden called the meeting to order at 3:06 p.m. on May 25, 2022, in the Henry McGee Boardroom, Carteret Community College, Morehead City, North Carolina.

Committee Members Present

Trustee Melodie Darden, Ex-officio (Zoom)
Mr. Bill Henderson, Chair of Building and Grounds Committee (Zoom)
Mrs. Dee Meshaw, Chair of Finance Committee (In-Person)
Dr. Matt Zettl, Chair of Personnel and Policies Committee (Zoom)

Committee Members Absent

Mr. Robin Comer, Chair of Nominations Committee
Mrs. June Fulcher, Chair of Executive Committee
Mrs. Rosa Langston, Chair of Curriculum Committee

Trustees Present

Dr. Wrenn Johnson

Administration Present

Dr. Tracy Mancini President (In-Person)
Ms. Jo Ann Cannon Executive Director of the President's Office / Assistant Secretary to the Board of Trustees (In-Person)

APPROVAL OF THE AGENDA

Trustee Melodie Darden presented the May 25, 2022 Agenda for approval by the Committee.

Dr. Matt Zettl made a motion to approve the May 25, 2022, Agenda as presented. Mr. Bill Henderson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

2020-2021 TRUSTEE SELF-ASSESSMENT REVIEW

Trustee Melodie Darden reviewed the 2021-2022 Trustee Self-assessment with the committee members and said she would like for the committee to make recommendations as to what the trustees need to improve upon. Trustee Darden reviewed each question and each was discussed by all committee members. She noted there was 75 percent participation from the trustees taking the assessment and asked members how to get 100 percent completion. She suggested such things as having a longer period of time to complete the assessment, having a shorter period of time to complete the assessment, or completing the assessment at a Board meeting. Trustee Matt Zettl recommended putting a statement in the Board Policies Manual that taking the annual self-assessment is a requirement by SACSCOC and all trustees are required to complete it. He also recommended talking to those who do not complete the assessment.

Trustee Darden said section 3 “Policy Role” should be clearer, especially for new trustees. Trustee Zettl said much of this section is being addressed in the Board Policies which the Personnel and Policies committee is currently working on. He said once the manual has been completed and approved by the Board, it will help trustees complete this section as well as the other sections on the self-assessment.

As Trustee Darden reviewed section 4 “Community Relations,” she mentioned the Board’s Public Forum which is done in August each year. Members discussed the Public Forum and the effectiveness of having it. Mr. Bill Henderson feels this is an action item that should be addressed at a future meeting.

As section 6 “Board-CEO Relations” was reviewed, Trustee Zettl said having policies in place that clearly define what the president’s responsibilities are and where the responsibilities end will help address his section and is being identified in the Board Policies. Trustee Dee Meshaw said the policies should be written so that the president can use professional judgement when enacting a policy.

Trustee Darden indicated the facilities plan should be made available to new trustees at orientation. Trustee Meshaw also suggested that Mr. Matt Banko present a refresher session, maybe six months after new trustees are appointed.

Trustee Darden said she feel section 8 “Institutional Performance” needs the most work. Dr. Mancini said the Board Policy manual will assist with this section, but said reports such as graduation rates, licensure rates, and SACSCOC can be provided throughout the year to the trustees for review and understanding.

Finally, committee members feel the self-assessment is valid but should be reviewed and possibly revised in some areas so that all trustees understand all sections to be completed.

ADJOURNMENT

There being no further business to come before the Committee, Mr. Bill Henderson made a motion to adjourn the meeting at 4:00 p.m. Dr. Matt Zettl seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

**BOARD OF TRUSTEES
GOVERNING POLICIES
PERSONNEL AND POLICIES COMMITTEE
MINUTES OF MEETING
MAY 23, 2022**

I. CALL TO ORDER

Following proper public notification, Dr. Matt Zettl, Personnel and Policies Committee Chair, called the meeting to order at 4:00 p.m. on May 23, 2022, in the Henry McGee Boardroom, Carteret Community College, Morehead City, North Carolina.

Personnel and Policies Committee Members Present

Dr. Matt Zettl, Chair
Mrs. Melodie Darden, Ex-officio
Mrs. Mary Charles Jenkins
Mrs. Rosa Langston

Personnel and Policies Committee Members Absent

Mrs. June Fulcher

Other Trustees and Administration Present

Ms. Jo Ann Cannon
Dr. Tracy Mancini

II. APPROVAL OF AGENDA

Chair Dr. Matt Zettl presented the May 23, 2022, agenda for approval by the committee

Mrs. Mary Charles Jenkins made a motion to approve the May 23, 2022, agenda. Mrs. Rosa Langston seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

III. APPROVAL OF THE MINUTES

Chair Dr. Matt Zettl presented the April 28, 2022, minutes for approval by the committee. Mrs. Melodie Darden noted the last paragraph beginning with the word "Finally," should be moved up with the second paragraph and the word "Finally" should be removed.

Mrs. Mary Charles Jenkins made a motion to approve the April 6, 2022, minutes as amended by Mrs. Melodie Darden. Mrs. Melodie Darden seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

IV. DISCUSS POLICIES AND REVIEW GOVERNANCE POLICY REVISIONS

Chair Matt Zettl and the committee members reviewed the revisions to Section 4: Governance Process policies. During the review, Dr. Zettl asked that the numbers in Section 4 be corrected so that the committee information flows correctly.

He said he has already included the committee-related detailed sections in the Board Policies. Dr. Zetl said the Bylaws Committee will need to remove those sections, and those changes would need to be approved by the full board. Dr. Zetl said a short statement could be placed in the committee section of the Bylaws indicating the general functions of the committees.

Dr. Zetl feels the Bylaws Committee and its functions should be transferred to the Personal and Policies Committee, possibly renaming the committee "Personnel, Bylaws, and Policies." He said one committee should be responsible for the governance documents under which the Board operates. One committee that is responsible for the Board Bylaws and Board Policies would be more efficient, and would ensure that conflicts between bylaws and policies could be avoided. Dr. Zetl said the Bylaws enumerate the overarching principles under which the board governs and are not expected to change in the foreseeable future. Board policies address the details of how the governance process operates, and changes are more common in the near term, and are easier to make. Dr. Zetl said under our current Bylaws it takes a vote of nine of the trustees to approve a change and tends to be a lengthier process, whereas policies take a simple majority of trustees to approve a change. It is expected that policies are going to change as the needs of the College, the community, and the service population change. The Bylaws Committee will need to meet and discuss the elimination of the Bylaws Committee. If the committee agrees, the full Board must vote and approve the elimination of the committee, as the elimination of this committee requires a change in the bylaws.

Additionally, Dr. Zetl feels the Executive Committee should be eliminated. He said since the Executive Committee currently has only one function, the Annual Trustees Self-Assessment, this function could be easily assumed by the Policies and Procedures Committee. Members of the committee agreed, and also agreed this elimination would need to be approved by the full Board. Dr. Zetl said that if the Board agrees to eliminate the Executive Committee, an Ad Hoc committee could be formed to address any issue that did not fall under the purview of any standing committees.

On another note, Dr. Zetl said maybe the Board should consider moving the time for completion of the Board Self-Assessment from the spring to the fall in an effort to more evenly distribute the workload of the committee over the course of the year.

Dr. Zetl reminded the committee members that the Bylaws take precedence over the policies. This precedence remains unless the Bylaws are changed.

Finally, Dr. Zetl asked that Ms. Jo Ann Cannon finish creating the draft of the Board Governing Policy Manual and email it to the full Board by May 26, 2022, for review. Dr. Mancini will proof the final version before it is emailed to the Board. He said the Board should vote to approve or disapprove the draft at the June Board meeting.

IV. OTHER ITEMS AS DEEMED APPROPRIATE

There were no other items for discussion.

V. ADJOURNMENT

With no further business to discuss, Dr. Matt Zetl adjourned the meeting at 5:21 p.m.

Submitted by:

Ms. Jo Ann Cannon
Executive Director of the President's Office
Assistant Secretary to the Board of Trustees
Ethics Board Liaison
May 19, 2022

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: June 2, 2022
SUBJECT: President's Report for June 14, 2022, Board of Trustees Meeting

On Wednesday, June 1, a delegation from the College visited UNC Wilmington to sign an historic articulation agreement between Carteret CC's **Human Services Technology** AAS degree and **UNC Wilmington's Bachelor of Social Work** program. This is UNCW's first such articulation with any of the 38 Human Services programs in the NC Community Colleges System, and it will surely be a model that other Human Services programs will want to follow. Graduates of the Human Services AAS will be able to earn the BSW completely online (though some field trips and on-site visits will be possible)—potentially in two or fewer additional years. Kudos to HSE Chair **Kathy Foster**, Health Sciences Dean **Laurie Freshwater**, and **VP Dr. Maggie Brown** for their groundbreaking work to facilitate this agreement. Look for a press release on the signing soon – and additional UNCW articulations in Applied Sciences programs.

Summer enrollment at Carteret CC appears to be slightly higher than last summer's – in both curriculum and continuing education. We will share the most current numbers during the June 14 BOT meeting.

The "short legislative session" opened on May 18. Presidents are receiving weekly updates from the System Office and their legislative liaison. Most recent reports suggest that the session will be fairly short and that there is favorable feedback from members of the General Assembly on the **System Priorities** to "value students" and "value employees." The Governor's proposed budget addresses and exceeds all of the System's budget priorities.

The College received a \$4,000 **Dollar General Grant** to assist in upgrading the technology available for training and education at the Newport Corrections Center, where we will also be installing one of the **USDA-funded smart screens**. Thanks to **VP Perry Harker** and **grantwriter Kristi Mroch** for their work on the grant proposal. Ms. Mroch has been very busy preparing a Golden LEAF grant proposal to support expanding the College's Nursing and Health Sciences programs, a DOT grant to bring more highway construction trades training to Carteret County, and a DOL grant to increase workforce training and job placement for infrastructure (construction) and transportation trades in Eastern NC. We will keep you posted on all of these grants as we hear about their progress.

Many thanks to **Beaufort Wine & Food** for supporting an annual Culinary Arts scholarship at Carteret CC from the proceeds of their April 2022 festival. The College was thrilled to host one of the dinners, which featured **Chef Genevieve Guthrie**, one of the College's first Culinary Arts graduates who is now the executive chef at Coral Bay Club.

The campus is getting a facelift this summer, with the exterior painting of **Smith**, interior first floor painting of the **Bryant Student Center** and **Smith**, the start of major **BLET renovations**, new ceiling tiles and carpet in **Therapeutic Massage**, and continued movement toward the "One Door" welcome center in **McGee**. Many thanks to **VP Steve Sparks** and the entire **Operations and Facilities crew** for their tireless efforts to move, maintain, and update our campus spaces.

Many thanks to **Mr. Richard Abell**, **VP Matt Banko**, and the **Security Team** for responding to state-mandated increased security checks and for doing everything they can to keep the campus safe.

The College's **Sound Bytes** podcast featuring former SGA vice president and graduation speaker **Orlando Hernandez** airs this month. Orlando made the most of his opportunities for learning and leadership development at Carteret CC. We wish him all the best in his next chapter at UNC-Chapel Hill.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 6/8/2022
SUBJECT: Corporate and Community Education Board Report

Basic Skills Graduation was held on Wednesday, May 11. The commencement speaker was Dr. Tracy Mancini. Who provided an inspirational and informative commencement address. A total of 17 students completed their Adult High School diploma. In addition, another 33 students completed their High School Equivalency Diploma (formerly GED).

Our grant request to the Dollar General Foundation was approved. The funding of \$6000 will help support our technology training at Carteret Correctional and other off-site training locations.

The Eastern Carolina Workforce Board notified us that the college's WIOA program was awarded \$541,951 for the 22-23 program year.

A local foundation donated funds to the College Foundation to establish a summer camp series for underserved youth. The Scott Eckholdt Camp will serve approximately fifty youth at no cost to the students. These career exploration camps will cover the following topics, Horticulture, Aquaculture, Boatbuilding, and Culinary/Hospitality.

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 spring 2022, all staff exceeded the required visitation percentages and found classes meeting as scheduled with good attendance.

We conducted a Marine Captain's Course & Assistance Towing on-site at MCAS Cherry Point. Also completed a Marine Captain's Course, Upgrade to Master 100 Ton, & Assistance Towing at USCG Base Fort Macon. We regularly get these training requests for our Marine Captain's classes.

Small Business Center held its second annual Business Plan Competition, and the winner this year, was Sweet Life Donuts. The winner received \$1000 to support their business, with funds raised from a local business and our College Foundation.

The Small Business Center hosted our second business vendor expo of the year. The focus of the expo was Youth Small Businesses. We had 31 vendors on-site, of which nine were Youth vendors.

Held 2 Peer Support Specialist classes on campus and was able to train over 20 individuals.

Held a new course, *Mental Health First Aid*. Two sessions were scheduled, and most students were local public safety personnel.

We held pinning ceremonies for students completing Phlebotomy and Pharmacy Tech certifications.

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 06/09/22
SUBJECT: Board of Trustee 06/14/22 Meeting

- The uptrend in curriculum enrollment continues! We have started the Summer '22 semester up 13.2% in seat enrollment compared to last summer.
Curriculum Seats Enrolled in Courses Snapshot: Current as of 6/02/22 Summer '22, 1217; Summer '21 Day 1, 1,042; Summer '20 Day 1, 1,075
- Health Sciences programs have excellent news to celebrate. The Human Services and Respiratory Therapy graduates had 100% pass rate on their licensure exams! Radiography graduates' pass rate is 93%. These students have almost all obtained employment already in Carteret or nearby counties and will be excellent additions to our community healthcare systems.
 - Note: Performance is measured on first time test taker pass rates. Students who do not test well on their first attempt will still be able to test again for licensure but are not counted in our performance measures.
- Instruction and Student Support areas have had several new hires and promotions in the past couple of months.
 - Tobi Finizio, Admissions Specialist
 - Mark Snyder, Full time Art Faculty (adjunct for many years)
 - Kristian Jenkins, Student Life Coordinator (formerly A&S Administrative Assistant)
 - Rhonda Bagshawe, Director of Paralegal Program (formerly Career Coach)
- The College has contracted a Student Mental Health resource called TalkCampus. This service will allow students access to local support resource referrals, peer counselors, professional counseling, and crisis intervention 24/7. Students will use an app to connect with the service, and the College will get real time crisis reports and quarterly usage reports. This comes at a time of great need as our campus has experience an increase in student mental health issues in the past six months. The service will be launched to students in the next two weeks.
- Student Funding Updates:
Along with LongLeaf Complete, LongLeaf Commitment, Free Carteret CC CCP (Dual High School/College) Summer '22 and Fall '22, and Scholarships for 2022-2023 as previously reported, the College has two additional student funding opportunities:
 - The NC Community College Summer Accelerator Grant for Summer '22 in the amount of \$23,000 has been completely awarded to student who needed tuition assistance beyond their available funding.
 - Carteret CC has set aside \$200,000 in leftover federal allocations for tuition and fee assistance for students for the Fall '22 semester.

The Fall Tuition Assistance campaign will begin running in the next 2 weeks. In order to qualify, students must fill out the 2022-2023 FAFSA and be registered for the Fall '22 semester. By using all federal, state, and scholarship aid first, we hope to extend the additional assistance funding to as many students as possible.

TO: Carteret Community College Board of Trustees
FROM: Matt Banko, Vice President of Finance & Administrative Services
DATE: June 6, 2022
SUBJECT: Board of Trustee June 14, 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
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
Dec-21	01/03/22	01/10/22	\$ 333,214.30	01/03/22	01/12/22	\$ 788,267.27	01/03/22	01/10/22	\$ 302,110.00
Jan-22	02/01/22	02/04/22	\$ 507,645.83	02/01/22	2/23/2022	\$ 386,006.01	02/01/22	02/04/22	\$ 662,485.29
Feb-22	03/01/22	03/07/22	\$ 466,734.15	03/01/22	3/25/2022	\$ 257,902.24	03/01/22	03/07/22	\$ 318,020.27
Mar-22	04/01/22	04/04/22	\$ 446,076.25	04/01/22	04/18/22	\$ 752,124.37	04/01/22	04/04/22	\$ 206,470.09
Apr-22	05/02/22	05/04/22	\$ 827,939.29	05/02/22	05/04/22	\$ 3,276,425.80	05/02/22	05/04/22	\$ 481,860.54
May-22	06/01/22	06/02/22	\$ 443,754.59	06/02/22	06/06/22	\$ 2,250,905.70	06/02/22	06/03/22	\$ 209,109.50

Expenditure Update

- State expenses are at expected levels with and projected to carry forward funds into FY 2023
 - Additional \$23,022 has been posted to college budget for Summer Accelerator Grant
 - Additional \$2,961 has been posted for Customized Training (Parker Boats)
 - The College will be receiving a \$3,768 allocation for recruitment and retention for Tier 1A and 1B programs in June
- County operating funds are at expected levels and in line with FY 2022 allocation
- County capital projects are underway at BLET, Smith roof, and Firing Range
- Institutional capital outlay budget and expenditures were increased by \$423K due to SCIF funds allocated and spent towards capital improvements in May
- Over \$5.1 M of financial aid has been awarded to students to all Curriculum students and Workforce Development students enrolled in a 96+ hour program
- The table on the next page summarizes actual to budget amounts for State, County and Institutional Funds by purpose

State				
		Annual Budget	Y-T-D Actual	% of Budget
1XX	Institutional Support	\$ 3,057,340	\$ 2,682,133	87.7%
2XX	Curriculum Instruction	6,405,765	5,788,234	90.4%
3XX	Continuing Education	1,662,580	1,542,802	92.8%
4XX	Academic Support	1,073,871	964,743	89.8%
5XX	Student Support	1,295,497	1,007,964	77.8%
9XX	Equipment/Capital	525,261	227,887	43.4%
Totals:		\$ 14,020,314	\$ 12,213,763	87.1%

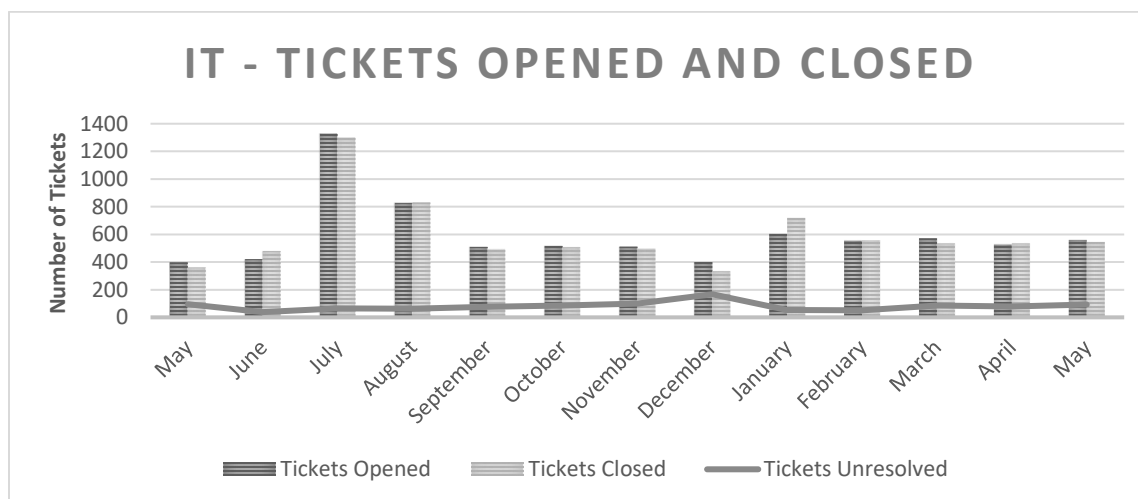
County				
		Annual Budget	Y-T-D Actual	% of Budget
1XX	Institutional Support	\$ 353,205	\$ 309,949	87.8%
6XX	Plant Operations & Maintenance	2,421,795	2,186,968	90.3%
9XX	Capital Outlay	1,199,900	394,464	32.9%
Totals:		\$ 3,974,900	\$ 2,891,381	72.7%

Institutional				
		Annual Budget	Y-T-D Actual	% of Budget
1XX	Institutional Support	\$ 1,700,000	\$ 1,440,526	84.7%
2XX	Curriculum	321,335	329,751	102.6%
3XX	Continuing Education	214,640	197,458	92.0%
4XX	Academic Support	520,000	428,492	82.4%
5XX	Student Support	550,902	539,688	98.0%
7XX	Proprietary/Other		66,565	N/A
8XX	Student Aid	6,010,050	5,160,390	85.9%
9XX	Capital Outlay	1,241,500	1,208,020	97.3%
Totals:		\$ 10,558,427	\$ 9,370,890	88.8%

Campus Information Technology

- Current Projects
 - Preparing for ADVANSYS (Basic Skills enrollment and reporting system) for summer deployment
 - Working on backup strategies for cloud and on prem servers to help with disaster recovery
 - Starting 2nd round of USDA grant – Miriam, Hope Mission and Carteret Correctional laptop carts have been delivered. Working with SHI on the campus rooms
 - Commenced rollout of CIS Security Controls (MFA for students first full week of June)
 - Evaluating current phone system for enhancements/upgrade
 - Moving Helpdesk ticketing system into the cloud (summer project)
 - Print servers updated, old Datatel servers decommissioned
 - Continued transition from WebAdvisor to Self-Service.
 - Preparing for Destiny One (Continuing Education registration system)
 - Rural Broadband Project – Onsite scheduled for September/October for assessment

- Table below is a summary of tickets processed through May 31:




Emergency Preparedness and Security

- Current and Recent Activity
 - Provided security for Graduation, Award Night, and Celebration on the Sound
 - Provided orientations for High School Equivalence (HSE), and Adult High School (AHS)
 - NC Department of Public Safety to arrange for security checks at Carteret Community College along with other local schools and community colleges
 - Participated in professional development and in-service training in May

COVID-19/HEERF Funding

- 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	May 11, 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 May 31, 2022)	\$2,424,601	\$2,144,159	\$242,415	\$276,198
Remaining Funds	\$30,806	\$1,028,145	\$0	\$208,263

TO: Carteret Community College Board of Trustees
FROM: Steve Sparks, Vice President, Operations and Facilities
DATE: June 7, 2022
SUBJECT: Board of Trustee June 14, 2022 Meeting Date

- The BLET renovation has been going well. The new windows are in and trimmed out. Plumbing rough-in is complete and the floor area has been prepared for concrete. The front handicapped ramp is being formed to pour concrete. The floor and ramp will be poured June 7.
- The survey for the new range location and orientation has been designed and shared with the Buildings and Grounds Committee. The engineer believes he can re-orient the shooting direction another 15 degrees.
- The Civic Center elevator mechanical renewal has been inspected and completed. The door slams shut the last 3 inches when closing. TK elevator will send out their adjuster June 7 to correct the situation. The cab upfit is scheduled for mid-July.
- The exterior painting of the Civic Center and Smith building is complete. The interior of the Bryant building and Joslyn Hall has also been completed.
- The rusty ceiling grid, old ceiling tile and new LED lighting have been completed in the Massage Therapy area of McGee.
- Ten staff office moves were completed in May. This is the first step toward achieving the one door philosophy in McGee.
- The combining of the College's stormwater permits is now complete. The permit process began in 2018. After deducting the Phase II and Phase III impervious walk sections the college has gained 53,500 sq. ft. of pervious credit.
- Routine and Preventative Maintenance is ongoing.

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: June 1, 2022
SUBJECT: Board of Trustee June14, 2022 Meeting

Capital Campaign – To-date \$4,233,139 has been raised/pledged.

To-date Event Fundraising and Donation & Resale Program revenue for this fiscal year is: \$434,571; 128.2% of total year budget goal (over budget goal).

Annual Fund Participation

- Employees – 82%
- Board of Trustees – 67%
- Board of Directors – 40%

Community Relationship and Current Activities:

Foundation Board of Directors approved the 2022-2023 Fiscal Year budget at the May meeting. They also approved the 2022-2023 Slate of Officers:

Chair – Dr. Michael Gooden
Vice Chair – Mrs. Jillian Lister
Treasurer – Mr. Will Rogers
Secretary – Dr. Tracy Mancini

May's primary focus was the Celebration on the Sound event. Foundation staff also participated in college Professional Development (Pink Days).

Foundation provided monetary support for the Employee Spring Picnic.

New endowed scholarship was established by the Military Order of the Purple Heart, the Coastal North Carolina Veterans Foundation Scholarship. This group already had an endowment established, this is their second.

Dr. Maggie Brown attended the East Carteret High School Awards Ceremony to acknowledge six students receiving the Beveridge & Mayo Memorial Scholarship. Each student will receive \$1,875 to attend Carteret CC.

2022 EVENT HIGHLIGHTS

- On May 12-15, 2022, the Foundation hosted the inaugural Celebration on the Sound weekend event. The campus hosted over 800 patrons Friday night, and over 1200 patrons Saturday night.

UPCOMING EVENTS

15th Annual Spanish Mackerel & Dolphin Fishing Tournament

July 9th – July 16th

Registrations are now open for the 15th Annual Spanish Mackerel & Dolphin Fishing Tournament. Visit www.carteret.edu/smt to register and for more information.

Savour the Summer Soiree Dinner Series

Celebrate the summer with our Savour the Summer Soirees at Carteret Community College. Each dinner is hosted in the Hospitality & Culinary Arts Center and features a local restaurant paired with a local brewery, distillery or distributor. Each soiree also features live music and a silent auction. Dinners are limited to 96 guests, so reserve your seat today. Tickets are on sale at Carteret.edu/foundation. Below is the schedule with pairings

Monday, June 27th @ 6:00 pm – Blue Moon Bistro

Monday, July 25th @ 6:00 pm – Whiskey Bravo’s Coastal Chophouse & Crystal Coast Brewing Co.

Monday, September 12th @ 6:00 pm – 34 North Restaurant & Shortway Brewing Company

GRANTS

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

Grantor	Purpose	Amount Requested	Pending	Awarded	Not Awarded
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	\$140,000		
Beaufort Ole-Towne Rotary	capital campaign	\$5,000		\$5,000	
Cannon Foundation	Walking Trail	\$216,000		\$125,000	
Bass Pro Shops	Walking Trail	\$100,000	\$100,000		
PB Mares	SBC	\$10,000		\$10,000	
Adult Education and Family Literacy Act Digital Navigator Network	Basic Skills	\$20,594		\$20,000	
NC Career Coach Data Collection	Student Services Admissions for work with CCP Students	\$2,100		\$2,100	
NCDOT Highway Construction Trades Academy Letter of Interest	Establish Highway Construction Trades Academy	\$367,432	\$367,432		
Dollar General Foundation	Basic Skills	\$4,417		\$4,000	
Department of Labor Strengthening Community Colleges Training Grants	Fund the Step-Up program	\$4,987,540	\$4,987,540		
Golden LEAF CBDI Initiative Initial Proposal	Fund Health Sciences Staffing Needs and Equipment	\$953,000	\$953,000		
Totals		\$6,806,083	\$ 6,547,972.00	\$166,100	\$0

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: June 6, 2022
SUBJECT: Board of Trustee June 2022 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Chair, Public Services Technology	Susan McIntyre	Rhonda Bagshaw (Internal) DOH 5/31
Coordinator, Business & Industry	Betsy DeCampo	Jerome Shepard DOH 5/31
Custodian	New	Reposted; closing 6/30
Office Manager, TRiO	Nancy Van Doren	Scheduling interviews
Art Instructor	David Nateman	Mark Snyder DOH 8/1/22
CCED Administrative Assistant (2)	Connie Carraway/Kim Waters	Pending 2 nd interview w/Dr. Mancini 6/15
Chair, Nursing	Marilyn Springle	Camella Marcom (Internal) DOH 6/1
Nursing Instructor (12-month)	Camella Marcom	Erin Smith DOH 7/1
NC Works Career Coach	Rhonda Bagshaw	Posting closes 6/20
Chair, Special Programs	New	Internal only posting closes 6/19

*Excludes Adjunct part-time, temporary job postings

Historical Data

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

Employee Headcount and Turnover

May Headcount		May Turnover	YTD FY22 Turnover	Turnover Rate
F/T Perm Faculty	62	1.83%	15.74%	FY21: 13.35%
F/T Perm Staff	98			FY20: 8.48%
P/T Perm Faculty	2			FY19: 10.66%
P/T Perm Staff	2			FY18: 6.49%
Total Perm	164			FY17: 10.98%
Total Payroll	273			

Recent Employee Departures

Position	Name	Date
Event & Sponsorship Coordinator, Foundation	Kellie Alexander	5/6
Administrative Assistant, CCED	Kimberly Waters	5/6
Chair, Nursing	Marilyn Springle	5/31

Additional Item:

PINK Days in May resulted in 986 hours training across 25 different sessions.



TO: Carteret Community College Board of Trustees
FROM: Bianca Abell, SEC – Staff Executive Committee Chair
DATE: May 31, 2022
SUBJECT: Board of Trustee June 14, 2022 Meeting

SEC - Staff Executive Committee Officers for July 2021 - June 2022

Chair - Bianca Abell, Secretary - Devon Willis

The Staff Executive Committee did not hold a meeting in May, however the Faculty Appreciation subcommittee—Merianne Grigoriuc, Bessie Wells, Ed Ladenburger, Tina Futrell, and Carrie Dennison—and SEC members Teresa Biggers and Devon Willis wrote handwritten notes of appreciation that were distributed during Teacher Appreciation Week (May 2nd – May 6th). Each faculty member received a personalized note from a staff member, and a gift card to Sweet Beans Midtown Café, in appreciation of their hard work and positive impact on Carteret Community College’s students.

The next Staff Executive Committee meeting has not yet been scheduled.



**Carteret Community College
Board of Trustees**

Policy Proposal: New Policy Revise Existing Policy

Adverse Weather and Catastrophic Events Policy

Responsible Division: Finance and Administrative Services

Citation: NA

Signature/Date Approved: Board of Trustees XX/XX/XXX

EFFECTIVE IMMEDIATELY

Policy Statement:

In the case of inclement weather and emergencies or other catastrophic events, the final decision to close the College will rest with the President. The President will ensure a business continuity plan exists and is regularly updated to reflect operational considerations during adverse weather or catastrophic events. In the event of the President's absence, a designee will be identified and will have temporary authority to act on the President's behalf.

In the event of a weather or emergency related schedule interruption, instruction will either be rescheduled or delivered by using the college's Learning Management System (LMS) or an alternative method.

Definition of Terms: A catastrophic event would include but not limited to the following:

- Pandemic
- Large scale fire
- Large scale chemical spill
- Cyber intrusion