



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, June 14, 2023, at 9:00 AM, Henry J. McGee Boardroom**

AGENDA			
I.	*	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.		FOUNDATION CHECK PRESENTATION A. Veneer Tech	Chair Darden Mr. Lukas Weygoldt Mr. PJ Gardner
III.	*	APPROVAL OF AGENDA	Chair Darden
IV.	*	APPROVAL OF MINUTES (May 10, 2023 Attachment 1)	Chair Darden
V.		CHAIR REPORT	Chair Darden
VI.		NEW EMPLOYEES A. Jared Jones	Chair Darden Ms. Logan Okun
VII.	*	NEW BUSINESS A. Consideration of July Meeting	Chair Darden
VIII.		PRESENTATION A. Human Resources	Chair Darden Mrs. Amanda Bryant
IX.		COMMITTEE REPORTS A. Personnel, Policies, & Bylaws 1. Review Board Self-Assessment	Chair Darden Trustee Mary Charles Jenkins
	*	B. Curriculum & Student Support 1. College Fees 2. Calendar	Trustee Rosa Langston
		C. Buildings & Grounds	Trustee Bill Henderson
	*	1. Shoreline & Greenhouse Closeouts 2. Open-End Design	
X.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 2,3,4,5,6,7,8,9)	Chair Darden Trustee Jenkins Dr. Mancini
XI.	*	OLD BUSINESS A. 2023-2024 Election of Officers	Chair Darden Trustee Bill Henderson
XII.		BOARD COMMENTS	Chair Darden/Trustees
XIII.	*	ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATE	EVENT	TIME	LOCATION
June 29, 2023	Private Concert	6:00 p.m.	Joslyn Hall
July 4, 2023	July 4 th Holiday, School closed		
July 8-July 15, 2023	16 th Annual Spanish Mackerel & Dolphin Fishing Tournament, for more info click here		
August 7, 2023	Savour the Summer Soiree, purchase tickets here	6:00 p.m.	Hospitality and Culinary Arts Center

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

MAY 10, 2023

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 9:00 a.m. on May 10, 2023, 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
Dr. Wrenn Johnson, Vice Chair (Zoom)
Mr. Doug Brady (Zoom)
Mr. Robin Comer
Mr. Bill Henderson
Mrs. Penny Hooper (Zoom)

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

Student Government Association Present

Mr. Anthony Pile, 2022-2023 SGA President

Administration Present

Dr. Tracy Mancini
Mr. Perry Harker
Dr. Maggie Brown
Mr. Matt Banko
Mrs. Cindi Goodwin
Mrs. Amanda Bryant
Mrs. Brenda Reash
Ms. Logan Okun
Mrs. Laura Sullivan

President
Vice President, Corporate and Community Education
Vice President, Instruction and Student Support
Vice President, Finance and Administrative Services
Director, Operations and Facilities
Director, Human Resources
Executive Director, Foundation
Director, Marketing and Public Information
Executive Assistant to the President

College Employees Present

Mrs. Bianca Abell
Mr. Richard Abell
Mrs. Christine Turner
Ms. Melanie Boudreau
Mrs. Sherrie Brake
Mrs. Donna Scriven

Chair, Staff Executive Committee
Director, Security and Emergency Preparedness
Chair, Faculty Executive Committee
Nursing Instructor
Cashier, Business Office
Business Office

Guests Present

Ms. Cheryl Burke
Mr. Ryan Segrave
Mrs. Anna Segrave

Reporter, Carteret News-Times
Benchmark Auto
Benchmark Auto

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 Melodie Darden introduced Mr. and Mrs. Ryan Segrave from Benchmark Auto who presented a check for the Benchmark Auto Technology Scholarship. This is an annual scholarship for students enrolled in the Automotive Technology Program. The Recipient must maintain a 2.5 GPA, be a resident of Carteret County, and be a graduate of a Carteret County high school. This scholarship was established in 2018 by the Segrave family, and they continue to support this scholarship and have awarded \$2,000 in scholarship funds for students.

APPROVAL OF AGENDA

Chair Darden presented the May 10, 2023, agenda for approval.

Trustee Dee Meshaw made a motion to approve the agenda for May 10, 2023. Trustee Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF MINUTES

Chair Darden presented the April 12, 2023, minutes, April 5, 2023, Personnel, Policies, and Bylaws minutes, and April 18, 2023, Nominations Committee minutes for approval by the Board.

Trustee Bill Henderson made a motion to approve minutes from the April 12, 2023, meeting, April 5, 2023 Personnel, Policies, and Bylaws meeting, and the April 18, 2023, Nominations Committee. Trustee Robin Comer seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Darden said this time of the year with Graduation, Awards, and Pinnings was her favorite time of the year. She reminded the Board to let Mrs. Sullivan know if they would be attending Awards and Graduation. Chair Darden said the Trustees were invited to a Graduation Reception for C-STEP, Pirate Promise, and Pathways to Excellence at 5:00 p.m. on May 11, 2023, in the Starcke Family Atrium in the Bryant Student Center.

Chair Darden said the Celebration on the Sound still needs volunteers on May 13, 2023.

Chair Darden said there was a strong Board presence at the Retiree Luncheon on April 27, 2023. Trustees Langston, Hooper, Jenkins, and Starcke attended the luncheon.

Chair Darden mailed letters to the Carteret County Commissioners, Carteret County Board of Education, and the Governor's office for trustee appointments and reappointments. Her letter outlined the time commitment and expectations for trustees in an effort to inform future trustees in advance of making a commitment.

Chair Darden thanked Trustee Jenkins for representing the Board at the last Escoffier dinner. She is looking forward to the Savour the Summer Soirees that will begin on June 5, 2023.

Chair Darden said that she and Dr. Mancini and Trustee Hooper had attended the funeral of former Trustee David Long.

The Trustees are invited to attend the College Employee Picnic on May 18, 2023, at 3:30 p.m. outside of the Hospitality and Culinary Arts Center.

Chair Darden acknowledged the trustees who were participating by Zoom, Trustee Hooper who had knee surgery the day before and Trustee Brady Trustee Johnson.

NEW EMPLOYEES

A. Donna Scriven

Mr. Matt Banko introduced Mrs. Donna Scriven to the Board. Mrs. Scriven is the new Accounts Payable Technician. She previously worked for the Department of Motor Vehicles and a local car dealership. Mrs. Scriven said she enjoys working at the College and has a great team.

B. Sherrie Brake

Mr. Matt Banko introduced Mrs. Sherrie Brake to the Board. Mrs. Brake is the new Cashier in the Business Office. She previously worked with Hardee's Corporate for 37 years. Mrs. Brake said she was glad to be at Carteret CC and everyone has been so nice and welcoming.

C. Melanie Boudreau

Dr. Maggie Brown introduced Mrs. Melanie Boudreau, the newest Nursing instructor. Mrs. Boudreau said she had been a Nurse for 24 years and she is glad to be at Carteret CC.

NEW BUSINESS

A. Trustee Mary Charles Jenkins charged the Board with completing the Board Self-Assessment. She advised them that Mrs. Sullivan would send the link to complete the survey on May 10, 2023, and the due date is May 24, 2023.

B. Chair Darden reviewed the Mission Statement with the Board. There was no discussion about changing the mission statement.

COMMITTEE REPORTS

Trustee Bill Henderson was recognized to present the Slate of Officers for 2023-2024. He advised the Board the Nominations Committee had met April 18, 2023, to discuss and recommend the Slate of Officers. Mr. Henderson said the committee recommends the following 2023-2024 Slate of Officers:

- Mrs. Melodie, Darden, Chair
- Dr. Wrenn Johnson, Vice Chair
- Dr. Tracy Mancini, Secretary
- Mrs. Laura Sullivan, Assistant Secretary

Trustee Henderson said the Slate of Officers must rest on the table until the June Board Meeting. At that meeting, Chair Darden will open the floor for nominations and voting will take place. Trustee Hooper asked if there would be a proxy vote if she could not attend. Trustee Henderson responded no there is not a proxy vote.

OTHER REPORTS

A. Foundation Report

Trustee Jenkins updated the Board on Foundation events. She said that boat sales were down because they did not have many boats at this time. She encouraged the Board to attend the Celebration on the Sound on May 13, 2023. It is a fun event to attend and to also volunteer. Savour the Summer Soirees will begin on June 5, 2023, and the featured local restaurant is Amos Mosquito's and they are paired with Bogue Sound Distillery. The Blood Drive is May 24, 2023, from 8:30-10 at the Hospitality and Culinary Arts Center. The 16th Annual Spanish Mackerel and Dolphin Fishing tournament will be July 8-15, 2023. Ms. Brenda Reash commented that the chart on attachment 10 was missing the Annual Scholarship number which is \$53,106.

B. President's and Executive Leadership Council Reports

Dr. Mancini thanked the Board for all that they are doing for the College. She said that May is National Military Appreciation Month and as a 2023-2024 Silver Military Friendly School, Carteret CC is proud to recognize and celebrate those who currently serve or have served in the military as well as their families. The College would like to remind veterans and active military personnel of the Veteran Student Success Center in the Bryant Student Center, Veteran services available through Financial Aid Office, NCWorks, and the programs for veterans leaving the military.

Dr. Mancini said the Basic Skills Graduation is May 10, 2023. Ms. Diane Matlock and Mr. Perry Harker have done a great job administering that program. She invited the Board to attend the Awards Night Ceremony on May 11, 2023, at 6:00 p.m. and Graduation on May 12, 2023, at 4:00 p.m. Both of these events will take place at the Civic Center.

Dr. Mancini mentioned that enrollment for the summer looks strong. The College is poised to meet numbers from last year, maybe more. The College is currently working on the campaign for Fall enrollment. Dr. Mancini recognized Ms. Logan Okun to share the campaign which included video interviews of three students at Carteret CC.

Dr. Mancini said that Carteret CC has been out and about in the community. She attended the Walk for Opioid Awareness on May 6, 2023. Dr. Maggie Brown attended the Boys and Girls Club Breakfast where Jameika Gay presented. Dr. Mancini said that she attended the NC Oyster summit in Raleigh with Dave Cerino and Bryan Snyder on May 9, 2023. Carteret CC was the only community college who attended the Oyster Summit and they were honored to be a part of this.

PINK Days (**P**ersonal and **I**nstitutional **N**etworking/**K**nowledge) will be the week of May 15 for the employees. After the last PINK Day, there will be an employee picnic at HCAC.

C. Faculty Executive Committee Report

Ms. Christine Turner presented the Faculty Recognitions for the 2022-2023 Academic Year. Those receiving awards were:

- Robert Harris, Excellence in Teaching
- Kathryn Coyle, A+ in Teaching
- Sherry Taylor, Faculty Meritorious Service Award
- Lauren Seymour, Student Nominated Faculty of the Year

Ms. Turner updated the Board on the upcoming FEC Officers for the 2023-2024 Academic Year:

- Billy Hurley, Chair
- Nathan Branson, Vice Chair
- Health Science TBD, Secretary

Ms. Turner said that Faculty is looking forward to Graduation and they are excited for the graduates.

BOARD COMMENTS

Trustee Henderson said that Dr. Mancini has put together a good team. She has made Graduation an important part of the College and he said it is an honor to sit on the stage during graduation.

Trustee Starcke commented it was a great meeting. He said that he really liked the advertising campaign and was excited about the check presentation. He felt Mr. Ryan Segrave had very important things to say about the need for Advance Automotive Technicians in the county.

Trustee Langston is thrilled about the great things happening at Carteret CC. She commented she would like to see the make up of students participating in programs. Dr. Mancini advised that she would get that information for her.

Trustee Meshaw said congratulations to all the Graduates; she is very proud of them. Congratulations to Dr. Mancini, the leadership team, and the staff for making it to graduation.

Trustee Hooper said that she is “jazzed up” about Awards and Graduation. She is looking forward to both events.

Trustee Brady gave kudos to the Board, leadership team, Staff, and Dr. Mancini. He has enjoyed participating in many of the events.

Trustee Johnson said she always enjoys hearing about programs at the College especially Aquaculture. She is also looking forward to Awards and Graduation. She appreciated being kept up to date on events that are happening at the College.

Mr. Anthony Pile said that he really enjoyed the advertising campaign; the students were excellent representations of the College’s programs and difference that it is making in the lives of the students. He is looking forward to Awards and Graduation and looking forward to the outcome of the Legislative concerns especially whether or not the SGA will still have representation at State Board meetings.

Trustee Parker thanked the Faculty and Staff for all their hard work. She appreciated Ms. Okun’s phenomenal job on the advertising campaign and thanked Ms. Turner for all her hard work with the Faculty Executive Committee.

Trustee Jenkins was impressed with the advertising campaign videos that Ms. Okun has created. She commented the Retiree Luncheon was enjoyable on April 27, 2023.

Trustee Comer commented to Dr. Mancini that everything looks good. He was excited to hear the check presentation and the future goals with the automotive program. He really enjoyed the student testimony; it was very motivating and he appreciated the work on this by Ms. Okun.

Chair Darden echoed what Trustee Comer said about the videos of the advertising campaign and thanked Ms. Okun for all her hard work.

CLOSED SESSION

A motion was made to go into Closed Session at 10:02 a.m. pursuant to NCGS 143-318.11 (a) (6) by Trustee Langston and seconded by Trustee Comer. The motion passed unanimously by voice vote.

Trustees asked Mrs. Laura Sullivan to stay.

A motion was made to come out of Closed Session at 10:56 a.m. by Trustee Henderson and seconded by Trustee Jenkins. The motion passed voice vote.

ACTION TAKEN FROM CLOSED SESSION

Trustee Henderson moved to make the 3.5% raise in the county portion effective on July 1, 2023, and the one-time bonus would be paid in the May pay period. The motion was seconded by Trustee Langston. The motion passed by voice vote.

There being no further business, Trustee Jenkins made a motion to adjourn and was seconded by Trustee Parker. The motion passed by voice vote.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board
May 25, 2023

Melodie Darden, Chair of the Board of Trustees

Date

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

Date

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TO: Carteret Community College Board of Trustees

FROM: Dr. Tracy Mancini, President

DATE: June 8, 2023

SUBJECT: Board of Trustees June 14, 2023, Meeting

May was a joyful and busy month of celebration, with many pinnings, awards events, and graduations. Approximately **420 students graduated** on May 12 with curriculum degrees, diplomas, and certificates. The Graduation Committee was thrilled that 195 students signed up to walk in the commencement exercises (approximately 173 actually walked). The Civic Center was packed to capacity with happy graduates, proud families and friends, and our amazing faculty and staff. The overflow viewing area in Joslyn Hall saw approximately 60 guests. We were delighted that **NC Representative Celeste Cairns** and State Board of Community Colleges Member **Ann Whitford** joined the Trustees, vice presidents, and deans in the stage party. The College's 59th Commencement Exercises were marked by delightful enhancements in lighting, staging, and programs. Trustee Emeritus **Mike Curtis** offered due praise to the faculty for their role in the graduates' success. Student speakers **Anthony Pile** and **Nicholas Pratt III** addressed the relevant issues of mental health and opioid abuse while offering inspiring stories about resiliency and perseverance. As Carteret CC enrollment grows and completions increase, the College may need to consider ways to accommodate a larger crowd.

Summer 2023 curriculum classes began on May 30, and seat-count is up 17 percent from Summer 2022. This represents great work by the Admissions and Enrollment team in Student Services, especially since it marks the first summer in three years with no emergency relief funding to support tuition, fees, and books.

Corporate and Community Education will offer a **Construction Trades Academy** and **Renewable Energy Academy** this summer. These grant-funded pilot programs represent partnerships with the Carolinas Association of General Contractors, the Carteret County Home Builders Association, and NC A&T University. The leadership team reports in this board packet contain additional details and information on exciting courses, programs, and events taking place this summer.

The Carteret County Board of Commissioners received comments on the proposed 2023-2024 **County Budget** on Monday, June 5. At that meeting, I provided an update on College growth and program expansion as well as capital projects in progress and future capital needs. The County Commissioners will vote on the proposed budget on June 19.

We look forward to cheering for our six SkillsUSA State Gold Medalists when they compete at the **National SkillsUSA Competition** in Atlanta on June 19.

On July 11, 2023, Carteret Community College will mark its 60th Birthday! Invitations will go out next week for the kick-off of the **60th Anniversary** year, which will be held at 4:00 PM on July 11 at the Sound Garden adjacent to Joslyn Hall. In addition to proclamations by the County and Town of Morehead City and remarks from leaders, the new College mascot and a 60th Anniversary campaign will be revealed at the kick-off. The 60th Anniversary Committee is planning a gala event for September 29 and other events over the year, which will culminate in the College's 60th Commencement Exercises on May 10, 2024, and a special Celebration on the Sound on May 11.

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TO: Carteret Community College Board of Trustees

FROM: Perry Harker

DATE: 6/6/2023

SUBJECT: Corporate and Community Education June Board Report

The Basic Skills Department held its Graduation on Wednesday, May 10, 2023. The commencement speaker was Beaufort Mayor Sharon Harker, who provided an inspirational and informative address. Fourteen students received their Adult School diploma, and thirty-five received their High School Equivalency (formerly GED) diploma. Approximately 20 graduates participated in this year's celebration ceremony.

Basic Skills went live with the state's new student management system, Advansys, on Monday, May 22. Overall, the implementation was smooth, with a few minor challenges. The Basic Skills staff will continue to be trained on this new system and will, in turn, train all instructors to utilize the new system.

We held the Graduation Ceremony for students completing the Crystal Coast Fire Academy in May. Graduates received State Firefighter I & II and hazmat certifications and are now North Carolina Certified Firefighters.

We held leadership and train-the-trainer classes for employees of the Dunes Club on-site at their location. The plan is to add additional courses in the Fall.

Two local foundations donated funds for the second year to the College Foundation to continue offering summer camps for underserved youth. The Scott Eckholdt Camp will serve approximately 60 plus youth at no cost to the students. These career exploration camps will cover the following topics, Horticulture, Aquaculture, Boatbuilding, Decoy Carving, and Culinary/Hospitality. In addition, we obtained a donation from Veneer Technologies; they are donating wood materials for the boatbuilding classes.

We will offer Public School SRO Certification training later this summer, and we are preparing a new Law Enforcement Leadership course that will be offered online in late summer.

We continue providing short-term training at the MirIAM, a residential recovery program for women. Job search and computer classes are scheduled on-site in early June.

We held pinning ceremonies for students completing Certified Nursing Assistants, Massage Therapy II, Phlebotomy, Manicurist II, and Pharmacy Technician certifications.

The WIOA program staff participated in Peer Support Training and training with the UNC Department of Social Work. The team has also presented at the NC Law Enforcement Planners & Analysis Association Conference and participated in the Carteret County Transition Fair with Vocational Rehabilitation.

Small Business Center partnered with the Carteret County Chamber of Commerce for the Business After Hours Expo to offer workshops for the vendors and the public. The Small Business Center also hosted on-site free tableside business counseling opportunities.

National Small Business Week was May 1 – 5, 2023; we celebrated the week with the following free public seminars:

- May 1 – Provided business owners with the opportunity to have professional headshots.
- May 2 – Workshop: Networking for Net Profits
- May 3 – Learn 7 Tricks to Video Marketing
- May 4 – Impactful Marketing for Food Service & Hospitality Businesses (48 in attendance).

Partnered with the Carteret County Chamber to offer the workshop Conflict Management for Small Business Owners; seventeen business staff attended.

The Small Business Center will hold a Small Business Vendor Fair on June 17 from 11 am – 3 pm at the Carteret Community College parking lot. This event will feature a variety of vendors selling unique products and services, including handmade crafts, jewelry, clothing, accessories, and food and beverages from local chefs and restaurants. In addition to shopping, attendees will enjoy live music, art displays, and fun activities for the whole family.

We will start two exciting programs in our Construction Trades area in June. We will offer an 8-week Construction Trades Academy and a Renewable Energy Training program. Both programs will offer a variety of nationally recognized certifications and introduce participants to employers in the field. In addition, participants will receive stipends for completing the courses through two different partnerships.

TO: Carteret Community College Board of Trustees

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

DATE: 06/07/23

SUBJECT: Board of Trustee 06/14/2023 Meeting

- By the time of this meeting, curriculum summer classes will be in their third week. We are up in headcount over last summer by 1.47% and up in projected FTE by 16.89%! That's a great way to start the new FTE year.
- Last month, we attended all three public high school awards nights and Grammercy awards days to recognize CCP pathway completers and to award scholarships. It was an honor to be included in those celebrations.
- Keep our 6 SkillsUSA first pace state winners in your good thoughts the week of June 19th as we travel to Atlanta to compete in the national competitions!
- Several of our faculty are keeping busy this summer by lending their expertise to state and national initiatives.
 - Our Chair of EMS, Christine Turner, has been selected by the national Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions to serve on the 24 member Program Directors Focus Group (PDFG) which "provides expertise and insights to the CoAEMSP Board of Directors, especially relating to day-to-day operational aspects of CAAHEP accredited and CoAEMSP Letter of Review (LoR) paramedic programs." Her participation will highlight the standard of excellence of our Carteret CC EMS program and will provide valuable insight to the education of EMS professionals in accredited programs across the nation.
 - Our Chair of Special Programs (developmental education and guaranteed transfer relationships), Clay Bochnovic, is representing the College by lending his expertise to the NCCCS's Math Alignment Project. His involvement will ensure that our students' academic achievement and success are paramount as the state refines its Developmental Education policies and credit level math content.
- Our chairs will continue their professional development this summer with two sessions that will expand on last summer's eight-week Chairs Academy. We will focus on program management and support.

TO: Carteret Community College Board of Trustees

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

DATE: June 7, 2023

SUBJECT: Board of Trustee June 14, 2023 Meeting

Budget and Expenditure Update

- State and County expenditures are at expected levels with 91.7% point of the fiscal year
- Total state expenditures totaled \$13.82M or about 86% of state allocations as of May 31
- The College received a \$590,442 allocation from a state Rural Broadband Access grant
- County operating expenditures and encumbrances totaled \$2.66M or 93.5% of the FY-23 allocation
- County capital projects expenditures including property acquisition totaled \$705K
- The tables below summarize actual to budget amounts for State, County and Institutional Funds by purpose through May 31, 2023:

		State		
		Annual Budget	Actual	% of Budget
1XX	Institutional Support	\$ 3,440,244	\$ 3,037,609	88.3%
2XX	Curriculum Instruction	7,061,805	6,464,602	91.5%
3XX	Continuing Education	1,940,207	1,685,526	86.9%
4XX	Academic Support	1,513,305	1,003,310	66.3%
5XX	Student Support	1,420,151	1,195,042	84.1%
9XX	Equipment/Capital	697,258	433,853	62.2%
Totals:		\$ 16,072,970	\$ 13,819,941	86.0%

		County		
		Annual Budget	Actual	% of Budget
1XX	Institutional Support	\$ 404,521	\$ 324,515	80.2%
6XX	Plant Operations & Maintenance	2,441,479	2,200,847	90.1%
9XX	Capital Outlay	1,000,000	705,260	70.5%
Totals:		\$ 3,846,000	\$ 3,001,535	78.0%

		Institutional		
		Annual Budget	Actual	% of Budget
1XX	Institutional Support	\$ 1,062,000	\$ 849,208	80.0%
2XX	Curriculum	573,000	569,370	99.4%
3XX	Continuing Education	295,000	285,607	96.8%
4XX	Academic Support	205,000	154,006	75.1%
5XX	Student Support	693,000	668,105	96.4%
7XX	Proprietary/Other	300,000	276,935	92.3%
8XX	Student Aid	3,410,000	3,177,808	93.2%
9XX	Capital Outlay	1,550,000	540,402	34.9%
Totals:		\$ 7,943,000	\$ 6,168,057	77.7%

Financial Services

- The table below provides cash balances as of June 1, 2023

Bank Reconciliation Status Report									
	CORE BANKING State Funds			Truist Institutional Funds			FIRST CITIZENS County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
	Mar-23	04/03/23	04/04/23	\$ 235,516.70	04/03/23	04/10/23	\$ 2,180,979.85	04/03/23	04/04/23
Apr-23	05/01/23	05/02/23	\$ 304,938.95	05/01/23	05/09/23	\$ 1,942,500.71	05/01/23	05/01/23	\$ 646,587.14
May-23	06/01/23	06/01/23	\$ 341,673.89	06/01/23	06/06/23	\$ 2,408,676.20	06/01/23	06/01/23	\$ 445,578.25

Campus Information Technology


- Basic Skills registration system, Advansys, is live and in operation as of May 22
- Campus-wide Cybersecurity training assigned on May 30
- Rural Broadband Project – ordered virtual firewall for AWS
- Configured and implemented SAML Single Sign-On for various platforms including KnowBe4, Meraki, and FortiGate Firewall. Actively working to implement this on Carteret Compass/Self-Service, Colleague, Fortinet SSLVPN, VMWare’s vSphere, and Sophos.
- Benefit Focus Automation (System Office Requirement) is live and operating effectively
- Office of the State Auditor - CIS Security Files submitted ahead of schedule

Emergency Preparedness and Security

- Provided setup and supplemental security for Celebration on the Sound
- Provided security for Graduation, Awards Ceremony, and other Pinning Ceremonies
- Assisted in creation of RFP for Door Access Control Systems

COVID-19/HEERF Funding

- Table below is an update on HEERF funding, expenditures and remaining balance as of 5/31/23:

	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 May 31, 2023)	\$2,455,407	\$3,132,092	\$242,415	\$458,571
Remaining Funds	\$0	\$2,784	\$0	\$25,891

TO: Carteret Community College Board of Trustees

FROM: Cindi Goodwin Director, Operations and Facilities

DATE: June 6, 2023

SUBJECT: Board of Trustee June 14, 2023 Meeting – Facility and Operations Updates

- Arendell Engineers completed plans, specifications and bid documents for the Fire Tower project on Laurel Road. The stormwater and DOT permits have been submitted for approval.
- A monthly project meeting is scheduled with the Designer, CCC Staff, and Curtis Roofing to review schedules and quality of work in place for the Civic Center/Smith roof replacement. Work began May 29.
- Summer project moves and minor construction of classrooms and offices are underway.
- Permitting is still in review on the walking trail signage. Signage has been completed and pending installation.
- Bid documents have been posted for the installation of S2 Access Door Controls. Bid opening is July 7.
- Scout project to construct two workout centers along the walking trail are set to begin June 17. This will be for Eagle Scout completion.

Thank you,

Cindi Goodwin

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: June 5, 2023
SUBJECT: Board of Trustee June 14, 2023 Meeting

Date

Event fundraising and Donation & Resale Program revenue to-date for this fiscal year is: \$453,983, 77% of total year budget goal. Endowment funds added this year to-date: \$687,827. Annual Scholarship funds added this year to-date: \$53,156; Program Funds added this year: \$323,785.

Community Relationship and Current Activities:

The Foundation Board approved the 2023-2024 recommended fiscal budget from the Foundation Finance Committee at the May board meeting.

Continuing to work with scholarship donors to send in annual funds or add to their endowment distribution for the 2023-2024 academic year.

Continue campus tours with the President and new friends and current donors.

Invitations have been mailed/mailed for the Private Concert Event to raise funds for the Joslyn Hall 60th Anniversary Project. RSVP's are due by June 19th, the event is scheduled for Thursday, June 29th.

All Foundation staff participated in the PINK Days, the wee after graduation, and help host the Employee Spring Picnic at the end of that week. We are also helping HR communicate with employees who are still trying to meet their annual bonus eligibility requirements before June 30th.

Attended the ECHS Scholarship Awards night to announce recipients of the following scholarships for the 2023-2024 year:

- Beveridge and Mayo Memorial Scholarship (7 recipients, each will receive \$1,890)
- Carteret County Sportfishing Association Scholarship (1 recipient will receive \$1,500)
- Michael J. Smith Endowed Scholarship (1 recipient will receive \$1,519; there was also 1 recipient at WCHS)

The 2022-2023 Fiscal Year, the Foundation had \$183,812 in curriculum scholarship funds available, and \$16,779 for CCED. For the 2023-2024 year, currently there are \$160,135 available for curriculum scholarship funds, we are waiting for year-end invoicing to determine 2023-2024 available for CCED.

UPCOMING EVENTS

[16th Annual Spanish Mackerel & Dolphin Fishing Tournament](#)

[Registrations are underway for the annual fishing tournament. This year's tournament is a week-long format from July 8-15 and features a higher payout. More information can be found at \[www.carteret.edu/smt\]\(http://www.carteret.edu/smt\)](#)

[Savour the Summer Soiree](#)

[Tickets are sale for the final summer soiree and are \\$125 each. The date and pairing is:](#)

[Monday, August 7 – SoundSide Restaurant/Island Grille with Tryon Distributing \(wine\)](#)

[60th Anniversary Diamond Bash](#)

[Save the date as we celebrate the college's 60th Anniversary on Friday, September 29th. More details coming soon.](#)

GRANTS

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

Grantor	Purpose	Amount			
		Requested	Pending	Awarded	Not Awarded
NSF Engines Proposal	Aquaculture workforce development	\$115,280	\$115,280		
NC Community College System	Career Coach	\$87,937		\$87,937	
NC Community College System High-Cost Workforce Program Start-Up Funds	Surgical Technology Program	\$500,000			\$500,000
TDA Grant	Celebration on the Sound	\$15,000		\$15,000	
Truck Driver Shortage Grant Program	CDL scholarships, truck, salary	\$400,000			\$400,000
Young Fisherman's Grant with NC Sea Grant	Commercial Fishing Academy	\$130,695	\$130,695		
AFFA Small Grant	Gay Prom	\$2,384		\$2,500	
QPR GEER Funding Request	QPR Training	\$6,945	\$6,945		
Lowes Gable Grant	Construction Trades Academy	\$482,078			\$482,078
SLCGP	Meraki Switches	\$100,000	\$100,000		

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TO: Carteret Community College Board of Trustees

FROM: Amanda Bryant, HR Director

DATE: June 6, 2023

SUBJECT: Board of Trustee June 2023 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Certified Nursing Assistant Chair	PT to FT	Leaving the position part-time; Nita Parker (4/24)
Baking & Pastry Instructor	Jennifer Summers	Chef Rochelle Wert (DOH 8/1/23)
Director, Business & Industry	Jerome Shepard	Interviews 5/24 & 6/1; recommendation pending
Director, Counseling, Disability Services & Retention	Allison Daniel	Promotion: Merianne Grigoriuc (DOH 6/5/23)
Experiential Learning Coordinator, Health Sciences	New (grant funded)	Posting extended to 6/30
AND Instructors 1 @ 10-months & 2 @ 12-months	Nicole Rasmussen; two new	Posting closes 5/31; interviews 6/14 & 20
Administrative Assistant, Operations & Facilities	New	Janet Peterson (DOH 6/1/23)
Instructor, Business Administration	New	Posting closes 6/6
Instructor, Radiography	New	Posting closes 6/12

*Excludes Adjunct part-time, temporary job postings

Historical Data:

Fiscal Year	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017
New Permanent Hires	21	28	26	17	27	5	12
Internal Transfer/Promo	5	6	7	7	1	6	3
Total Hires	26	34	33	24	28	11	15
Retirement	5	11	9	4	2	4	4
Resignation	12	13	9	12	14	5	11
Involuntary resignation	2	3	6	2	3	1	3
Total Terms	19	27	24	18	19	10	18

Employee Headcount and Turnover

February Headcount		May Turnover	FY23 Turnover	Turnover Rate
F/T Perm Faculty	66	4.09%	11.38%	FY22: 16.36%
F/T Perm Staff	102			FY21: 13.35%
P/T Perm Faculty	2			FY20: 8.48%
P/T Perm Staff	1			FY19: 10.66%
Total Perm	171			FY18: 6.49%
Total Payroll	290			

Recent Employee Departures

Position	Name	Date
Student Success Retention Coach	Makayla Gaitan	5/16/23
Library Circulation Technician	Devon Willis	5/31/23
Medical Office & Office Technology Instructor	Jennifer Blalock	5/31/23
Nursing Instructor (12-month)	Nicole Rasmussen	5/12/23
Nursing Instructor (12-month)	Lori Ann Sarmiento	5/31/23
Chair, Photographic Arts	Scott Taylor	5/31/23
Custodian	Donnie Morrell	5/31/23

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TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 6/6/2023
SUBJECT: Board of Trustee 6/7/2023 Meeting

1. At the last Senate meeting of the Spring Semester the Senate voted in the next SGA Board for the 2023-2024 year. We welcome Lina Alnimer as President, John Martin as Vice President, Kristin Walker as Treasurer. We also will be keeping 3 current Board Members on for the next year. Mya Pope will remain Secretary and have created two new positions, Local Interactions Chaired by Barbara Patenaude and Special Populations Chaired by Tony Pile.
2. The new SGA Board has started discussing the next year and the events that we want to hold.