

TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Tuesday, March 8, 2022 at 5:00 p.m., Foundation Building**

AMENDED AGENDA

- | | | |
|----------------|---|---|
| I. | CALL TO ORDER
A. Ethics Statement | Chair Melodie Darden |
| II. | FOUNDATION CHECK PRESENTATION
A. Capital Campaign Gift | Chair Melodie Darden
Katie and Keith New |
| III. | STUDENT RECOGNITIONS
A. Juan Lara Torres: NC Nominee for U.S. President's Scholars
B. CeCe Johnson: Carteret County Youth of the Year for Boys & Girls Club, Dwayne Reynolds Youth of the Year, and Kirk Dominic Youth of the Year
C. Amanda Siggler: Academic Excellence Award
D. Claire Braxton: Governor Robert W. Scott Student Leadership Award
E. Orlando Fernandez: Dallas Herring Achievement Award
F. Brittney Moore: Semi-finalist for Jack Kent Cooke Scholarship
G. Savannah Lilly: Emergency Medical Sciences Student Chief's Letter of Commendation | Chair Melodie Darden
Dr. Tracy Mancini |
| IV. * | APPROVAL OF AGENDA | Chair Melodie Darden |
| V. * | APPROVAL OF MINUTES (February 8, 2022: Attachment 1) | Chair Melodie Darden |
| VI. | CHAIR REPORT | Chair Melodie Darden |
| VII. | NEW BUSINESS
A. Reminder: Annual Statement of Economic Interest (due by April 15, 2022)
* B. Board Meeting Day and Time Change | Chair Melodie Darden |
| VIII. | NEW EMPLOYEES | Chair Melodie Darden |
| IX. | PRESENTATION
A. Marketing and Public Information
B. Small Business Center | Chair Melodie Darden
Ms. Logan Okun
Mr. Perry Harker
Mrs. Brandy Bell |
| X. | COMMITTEE REPORTS
* A. Building and Grounds and Finance (February 23 Draft Minutes: Attachment 2)
(2022-2023 County Capital and Operating Budgets) (Attachment 3)
B. Personnel and Policies (February 28, 2022 Draft Minutes: Attachment 4)
* C. Curriculum and Student Support (February 25 Draft Minutes: Attachment 5)
(Greenhouse and Grounds Maintenance Certificate (Landscape Service Technology)) (Attachment 6) | Chair Melodie Darden
Trustee Bill Henderson
Trustee Dee Meshaw
Trustee Matt Zettl
Trustee Rosa Langston |
| XI. | OTHER REPORTS
A. Foundation Liaison Report
B. President's and Executive Leadership Council Reports (Attachments 7-President , 8-CCED , 9-Finance , 10-Plant Ops , 11-Foundation , 12-HR , 13 SEC , 14 SGA)
C. Staff Executive Committee | Chair Melodie Darden
Trustee Dr. Matt Zettl
Dr. Tracy Mancini
Mr. Ed Ladenburger |
| XII. | OLD BUSINESS | Chair Melodie Darden |
| XIII. | BOARD COMMENTS | Chair Melodie Darden |
| XIV. * | ADJOURNMENT | Chair Melodie Darden |

DATES TO REMEMBER

DATE	EVENT	TIME	LOCATION
March 29, 2022	Escoffier Dinner (Sold Out)	6:00 p.m.	Hospitality & Culinary Arts Center
April 15, 2022	Statement of Economic Impact (SEI) Due	11:59 pm	https://ethics.nc.gov

* 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

TO: All Members of the Board of Trustees
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AGENDA

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II.	FOUNDATION CHECK PRESENTATION A. Capital Campaign Gift	Chair Melodie Darden Katie and Keith New
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IV. * 	APPROVAL OF AGENDA	Chair Melodie Darden
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VI.	CHAIR REPORT	Chair Melodie Darden
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VIII.	NEW EMPLOYEES	Chair Melodie Darden
IX.	PRESENTATION A. Marketing and Public Information B. Small Business Center	Chair Melodie Darden Ms. Logan Okun Mr. Perry Harker Mrs. Brandy Bell
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XI.	OTHER REPORTS D. Foundation Liaison Report E. President’s and Executive Leadership Council Reports (Attachments 7-President , 8-CCED , 9-Finance , 10-Plant Ops , 11-Foundation , 12-HR , 13 SEC , 14 SGA) F. Staff Executive Committee	Chair Melodie Darden Trustee Dr. Matt Zettl Dr. Tracy Mancini Mr. Ed Ladenburger
XII.	OLD BUSINESS	Chair Melodie Darden
XIII.	BOARD COMMENTS	Chair Melodie Darden
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BOARD OF TRUSTEES

MINUTES OF MEETING

FEBRUARY 8, 2022

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 5:00 p.m. on February 8, 2022, at the 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)	Mrs. June Fulcher, Vice Chair (In-Person)
Mr. Robin Comer (In-Person)	Mrs. Rosa Langston (Zoom)
Mr. Michael Curtis (Zoom)	Mrs. Dee Meshaw (In-Person)
Mrs. Mary Charles Jenkins (In-Person)	Mrs. Catherine Parker (Zoom)
Mr. Bill Henderson (In-Person)	Dr. Matt Zettl (In-Person)
Dr. Wrenn Johnson (In-Person)	

Trustees Absent

Mr. Doug Starcke

Student Government Association Absent

Ms. Autumn Gillikin 2021-2022 SGA President

Administration Present

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

Administration Absent

Mr. Perry Harker	Vice President of Corporate and Community Education
Ms. Logan Okun	Director of Marketing and Public Information

College Employees Present

Mrs. Bianca Abell	Vice Chair of Staff Executive Committee (In-Person)
Mr. Richard Abell	Director of Emergency Preparedness and Security (In-Person)
Mrs. Amanda Bryant	Director of Human Resources (In-Person)
Ms. Christine Turner	Vice Chair of Faculty Executive Committee (Zoom)

Guests Present

Mrs. Cheryl Burke	Reporter for Carteret News-Times (In-Person)
Allison Daniel	Director for Counseling, Disability Services, and Retention and Co-Chair of Diversity, Equity, and Inclusion Taskforce (In-Person)
Mrs. Vonda Godette	Chair for Medical Assisting and Co-chair of Diversity, Equity, and Inclusion Taskforce (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.

APPROVAL OF THE AMENDED AGENDA

Chair Melodie Darden presented the February 8, 2022, amended agenda for approval by the Board. The agenda was amended to add New Business charging the trustees to complete the President's Evaluation.

Mrs. Dee Meshaw made a motion to approve the February 8, 2022, agenda as amended to add New Business charging the trustees to complete the President's Evaluation. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF THE MINUTES

Chair Melodie Darden presented the January 11, 2022, minutes for approval by the Board.

Mrs. Dee Meshaw made a motion to approve the January 11, 2022, minutes as presented. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Melodie Darden, on behalf of the Board, expressed condolences to Trustee Bill Henderson for the passing of his mother, Bonnie. Chair Darden also shared a passage from her obituary.

Chair Darden shared the following items:

- Chair Darden said she had the opportunity to have lunch with Dr. Tracy Mancini, Ms. Brenda Reash, and Mr. Daniel Fischler, Chair of the Board of Directors of Carteret Community College Foundation. She said the purpose of the lunch was to bring together the Board of Trustees and the Board of Directors in more meaningful ways. Chair Darden said Ms. Reash shared the Foundation's plans for graduation this year. She asked the Board to pledge to help communicate more with the Board of Directors.
- She said she and Dr. Mancini participated in the System Office Regional Listening Session for the System's new strategic plan via Zoom. Chair Darden said they had the opportunity to hear about challenges and opportunities that other community colleges are experiencing. She said the main topic heard several times was faculty and staff retention and recruiting. Other items discussed were funding issues and pathways starting in middle schools. A surprising statistic shared was that 40% of high school students across the state do not have a plan after graduation.
- Finally, Chair Darden thanked Trustee Jenkins for representing the Trustees at the January Escoffier Dinner. She said the February and March dinners are sold out.

NEW BUSINESS

A. Charge Trustees with Completing the President's Evaluation

Chair Darden charged the trustees with completing the 2021-2022 Annual Evaluation of the President. She said the evaluation should be completed by February 22, 2022.

NEW EMPLOYEES

There were no new employees in attendance for introductions.

PRESENTATION

A. State of Diversity, Equity, and Inclusion

Dr. Tracy Mancini introduced Mrs. Vonda Godette, Chair of Medical Assisting and Co-chair of the Diversity, Equity, and Inclusion (DEI) Taskforce, and Ms. Allison Daniel, Director of Counseling, Disability Services, and Retention and Co-chair of the Diversity, Equity, and Inclusion (DEI) Taskforce.

Mrs. Godette and Ms. Daniel shared a PowerPoint presentation regarding Diversity, Equity, and Inclusion. Information was presented regarding and why the Taskforce was established, creation of a DEI statement, development of a DEI webpage, and the Belk Center Case Study which includes areas of improvement such as salaries and diversifying individual departments. Future items were also discussed and included prioritizing goals and creating timelines, College-wide DEI training, participating in the Community College Survey of Student Engagement (CCSSE), tracking DEI projects, and diversity, equity, and inclusion on campus.

Trustee Wrenn Johnson asked if a comparison study has been done related to salaries on campus for whites compared to the county-wide numbers. She also asked if there are incidents of racial disparity with salary based on similar job title.

Dr. Mancini reviewed the College profile and said the College's population is similar if not more diverse than the county's demographics. Dr. Mancini said the College is reviewing data to better understand and look for ways to better represent minorities on campus. Trustee Johnson said it is good to pay attention to these numbers and that the College appears to be on the right track.

COMMITTEE REPORTS

A. Buildings and Grounds and Finance (Executive Summary and Budget Resolution)

Trustee Bill Henderson reported the Buildings and Grounds committee met jointly with the Finance Committee on February 2, 2022, and was in closed session to discuss buildings and grounds items. He said there was no action taken from the closed session.

Trustee Dee Meshaw reported she was not in attendance at the joint Finance and Buildings and Grounds Committee meeting on February 2, 2022, due to illness. She said the committee was presented with a presentation regarding 2021-2022 College budget. Mrs. Meshaw introduced Mr. Matt Banko, who then shared the same presentation with the Board.

Motion came from the Finance Committee with the recommendation to approve the 2021-2022 state budget for the College. Without further discussion, the motion was unanimously approved by voice vote.

B. Personnel and Policies

Trustee Dr. Matt Zetl reported the Personnel and Policies Committee met on February 3, 2022, to review the edits completed on Section 1: ENDS Policies. He said the committee is on schedule to present the final policies to the Board in May.

Trustee Zetl said Section 2: General Expectations of the President Policies will be completed in March. The final two sections will be completed by May.

Finally, he reminded the Board of the importance of completing the President's Evaluation and that the Board is bound by General Statute to complete the evaluation.

OTHER REPORTS

A. Foundation Liaison Report

Dr. Matt Zettl reported the Foundation Board did not meet in February. However, he reminded the Board that they are currently at 58% participation in the Annual Giving Fund.

B. President's and Executive Leadership Council Committee Reports

Dr. Mancini reported the following:

- This year is the 25th year of the Black History Celebration. She said the annual event is scheduled for February 21, 2022, at 6:00 p.m. in the Crystal Coast Civic Center. Dr. Mancini said the theme of this year's event is "Black Health and Wellness" which will be presented by Ms. Wanda McClain, a child nutrition advocate from the Merrimon community.
- The College is proud to recognize our nominees for the annual statewide excellence awards: In attendance tonight, Orlando Fernandez (Associate in Science student and Student Ambassador) for the Dallas Herring Achievement Award; and Amanda Siggler (Associate Degree Nursing student) for the Academic Excellence Award; Clair Braxton (Information Technology- Software/Web Development student) for the Governor Robert Scott Student Leadership Award.
- MaST senior Juan Lara Torres, is one of 20 seniors nominated by the State of North Carolina for the U.S. Presidential Scholars Award. Dr. Mancini said he will graduate in May with both an Associate in Arts and an Associate in Science degrees and is the first student from Carteret County Public Schools to be a state nominee for this honor.
- MaST student, CeCe Johnson, was just named the Carteret County Youth of the Year for the Boys and Girls Club, the Dwayne Reynolds Youth of the Year, and the Kirk Dominic Youth of the Year. She said CeCe was presented with a \$3,000 scholarship from the Boys and Girls Club.
- Curriculum enrollment early estimates for spring 2022 show a 20% increase over spring 2021, and in addition, there are increases in continuing education classes such as CDL, CNA, Carpentry Academy, and other workforce programs.
- Corporate and Community Education staff exceeded required visitation percentages in their annual internal accountability audit; this audit also found all classes meeting as scheduled with good attendance. Dr. Mancini said the College is required to mention the CCED accountability audit for the Board minutes.
- This month, Instruction and Student Support will host ten middle school tours, which includes Middle School Forensics Day, Middle School Health Science Day, and Middle School IT and Fine Arts Day.
- The College aired its first Sound Bytes podcast last week and the guest was Mayor Sharon Harker of Beaufort.
- The College continues its strategic planning process on February 11, 2022, 8:30-2:30 in Wayne West 322. Dr. Ken Ender and Dr. Kim Sepich will be facilitating the meeting. Dr. Mancini invited the trustees to attend and participate. She said the Strategic Plan will be presented to the Board at the April meeting.
- Work has begun on Phase II of the campus walking trail, which will continue carrying the current segment of trail eastward behind the McGee Building and up to Arendell Street and north from the kayak launch to NC MARTEC.

- Finally, the Foundation is sponsoring a free film, *Captain Scott B and the Great Adventure* as part of their Sound Discoveries Lecture and Film series. Dr. Mancini said filmmaker Betsy Bertram from Beaufort will premiere this documentary about her father, who died from cancer. She said the College’s Baking and Pastry Arts program is making one of Ms. Bertram’s father’s recipes for Coca Cola Cake Roll to be served at the event.

OLD BUSINESS

A. Reminder: February 22, 2022, Trustee Annual Retreat

Chair Melodie Darden reminded the Board about the Trustee Annual Retreat scheduled for February 22, 2022, at 8:00 a.m. in the Foundation Building.

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

B. Personnel Matter

Dr. Matt Zettl made a motion to move into Closed Session pursuant to N.C. Gen. Stat. §143-318.11(a)(5). Mr. Robin Comer seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

The Board and Ms. Jo Ann Cannon entered closed session at 6:04 p.m.

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

Mrs. June Fulcher made a motion to move out of Closed Session. Mrs. Dee Meshaw seconded the motion. Without further discussion, the Board came out of Closed Session at 6:26 p.m.

ACTION TAKEN FROM CLOSED SESSION

Dr. Matt Zettl made a motion recommending a 2.5% increase of one-half of the president’s annual county supplement for the period of July 1-December 31, 2021, which matches the 2.5% bonus from the state. Mrs. June Fulcher seconded the motion. Without further discussion, the motion passed by a majority vote, with one abstention.

BOARD COMMENTS

Mrs. Catherine Parker mentioned the idea of changing the Board meeting times to accommodate those who are not able to make an evening meeting due to other responsibilities. Chair Melodie Darden said this topic will be added to the February 22, 2022, Annual Retreat agenda as a discussion item.

ADJOURNMENT

There being no further business to come before the Board, Dr. Matt Zettl made a motion to adjourn the meeting at 6:31 p.m. Mrs. Dee Meshaw 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
FEBRUARY 23, 2022**

I. CALL TO ORDER

A. BUILDINGS AND GROUNDS COMMITTEE

Mr. Bill Henderson, Building and Grounds Committee Chair, called the meeting to order at 4:00 p.m. on February 23, 2022, in the Foundation Building, Carteret Community College, Morehead City, North Carolina.

Buildings and Grounds Committee Members Present

Mr. Bill Henderson, Chair
Mr. Robin Comer
Mrs. Mary Charles Jenkins
Mrs. Melodie Darden, Ex-officio
Mrs. Catherine Parker

Buildings and Grounds Committee Members Absent

Mr. Michael Curtis
Mr. Doug Starcke

B. FINANCE COMMITTEE

Mrs. Dee Meshaw, Finance Committee Chair, called the meeting to order at 4:00 p.m. on February 23, 2022, in the Foundation Building, Carteret Community College, Morehead City, North Carolina.

Finance Committee Members Present

Mrs. Dee Meshaw, Chair
Mrs. Melodie Darden, Ex-officio
Mr. Robin Comer
Mr. Bill Henderson
Mrs. Catherine Parker
Mr. Doug Starcke

Finance Committee Members Absent

Dr. Wrenn Johnson
Mr. Doug Starcke
Dr. Matt Zettl

Administration Present

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

II. 2022-2023 COUNTY AND CAPITAL PROJECTS BUDGET

Dr. Tracy Mancini explained the College is seeking committee recommendation to approve the 2022-2023 County Capital Projects and County Operating budgets. If approved, this recommendation would be presented to the full Board at the March meeting. Dr. Mancini said she will present an overview of the budgets to the Carteret County Board of Commissioners at their seminar on March 2, 2022.

Mr. Matt Banko shared a budget presentation with the committee members which contained 2022 highlights regarding enrollment, Fire and Emergency Medical Sciences improvements, the 2021-2022 Total Budget Allocation, and how county operating funds are disbursed. The presentation also contained information regarding the 2022-2023 County Operating Funds request and operating budget adjustments; 2022 County Capital funds highlights and 2022-2023 County Capital Funds request. Finally, the presentation contained information regarding the County Capital funds plan for 2023.

Mr. Banko also shared documents for the following:

- 2022-2023 County Capital Projects budgeted item categorical expenditures
- 2022-2027 County Capital Projects group totals (i.e. renovations, storm protection, new facilities, etc.)

Discussion took place during the presentation and sharing of documents.

Mrs. Melodie Darden made a motion from the Finance Committee to recommend approval of the 2022-2023 County Operating budget and with the budget being presented to the full Board at the March meeting. Mr. Robin Comer seconded the motion. Without further, discussion the motion was unanimously approved by the Finance Committee by voice vote.

Mrs. Mary Charles Jenkins made a motion from the Buildings and Grounds Committee to recommend approval of the 2022-2023 County Capital budget with the budget being presented to the full Board at the March meeting. Mrs. Catherine Parker seconded the motion. Without further, discussion the motion was unanimously approved by the Buildings and Grounds Committee by voice vote.

III. ANNUAL MEETING DATES

Mrs. Dee Meshaw discussed the number of Joint Buildings and Grounds and Finance Committee meetings that take place annually. She suggested to begin having bi-monthly meetings starting fiscal year 2022-2023. Dr. Tracy Mancini said she will review the meeting schedule with Mr. Matt Banko, Mr. Steve Sparks, and Ms. Jo Ann Cannon and readjust the meetings to reflect bi-annually meetings.

Mrs. Meshaw also discussed the need to continue with joint meetings for the Buildings and Grounds and Finance Committees. She said she understands these committees were separate committees in the past but had been joined to accommodate the building projects such as the Hospitality and Culinary Arts Center. Mr. Bill Henderson said both committees should have the same meeting dates and times but suggested the committees only meet jointly on the occasions that both committees have business to discuss. Both the Buildings and Grounds and the Finance Committee members agreed with these suggestions.

IV. OTHER ITEMS AS DEEMED APPROPRIATE

There were no other items as deemed appropriate for discussion.

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

A. Property Acquisitions

Mrs. Dee Meshaw made a motion to move into Closed Session pursuant to N.C. Gen. Stat. §143-318.11(a)(5)). Mrs. Catherine Parker 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, and Ms. Jo Ann Cannon entered closed session at 4:43 p.m.

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

Mrs. Dee Meshaw made a motion to move out of Closed Session. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the committee came out of Closed Session at 5:00 p.m.

ACTION TAKEN FROM CLOSED SESSION

There was no action coming out of closed session.

V. ADJOURNMENT

A. BUILDING AND GROUNDS COMMITTEE

There being no further business to discuss, Mrs. Melodie Darden made a motion to adjourn the meeting at 5:01 p.m. Mrs. Dee Meshaw seconded the motion. Without further discussion the motion was unanimously approved by voice vote.

B. FINANCE COMMITTEE

There being no further business to discuss, Mr. Robin Comer made a motion to adjourn the meeting at 5:01 p.m. Mrs. Dee Meshaw 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
March 2, 2022

Operating Funds Request

Operating Budget Category	FY 2021-2022 Budget	2022-2023 Budget Request	Percent Change
General Institution & Administration (a)	\$ 1,669,923	\$ 1,715,000	2.7%
Contracted Services, Service Agreements & Repairs (b)	\$ 348,710	\$ 358,000	2.7%
Utilities (c)	\$ 537,000	\$ 527,000	-1.9%
Insurance and Bonding (d)	\$ 219,367	\$ 246,000	12.1%
Operating Budget Request	\$ 2,775,000	\$ 2,846,000	2.6%

(a) includes payroll and benefits, technical training, equipment inspections, taxes, licenses, permits, leases, gasoline, supplies (cleaning, paper towels, soap)

(b) includes waste removal, pest control, legal services, fire extinguisher maintenance, elevator maintenance, telephone maintenance agreement, and building management and hvac maintenance agreements

(c) includes telecommunications, heating fuel, water,

(d) includes property, flood, motor vehicle, unemployment compensation and workers compensation

* Projected operating contingency/fund balance at 6/30/2022: \$20,954

Capital Funds 2022-2023 Request

Operating Budget Category	FY 2021-2022 Budget	2022-2023 Budget Request	Percent Change
Facilities & Infrastructure (*)	\$ 988,874	\$ 961,005	-2.8%
Equipment	\$ 11,126	\$ 38,995	250.5%
Capital Budget Request	\$ 1,000,000	\$ 1,000,000	0.0%

* does not include \$199,900 roll forward of unspent funds

County Capital 22-27 Group Totals

Category	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
New Facilities	400,000	346,750			
Renovations	196,000	140,000	311,050	598,700	239,000
HVAC Equipment	284,200	331,500	232,500	278,200	604,500
Storm Protection	19,000	45,000	266,000	22,000	38,500
Safety and Security	63,650	87,381	86,574	82,350	82,350
Operations and Facilities Equipment	38,995	58,500	118,200	35,500	62,500
Total	1,001,845	1,009,131	1,014,324	1,016,750	1,026,850

Unfunded Capital Needs

Estimate

Asphalt Replacement (Civic Center Front)	381,473	includes Stormwater System
Asphalt Replacement (McGee Front)	506,646	includes Stormwater System
Asphalt Replacement (McGee East side)	221,967	includes Stormwater System
Stormwater System Replacement	735,500	
Main Entrance and Roundabout	TBD	
Transportation Technology Center	TBD	
Health Sciences Freight Elevator	TBD	



**BOARD OF TRUSTEES
PERSONNEL AND POLICIES COMMITTEE
MINUTES OF MEETING
FEBRUARY 28, 2022**

I. CALL TO ORDER

Dr. Matt Zettl, Personnel and Policies Committee Chair, called the meeting to order at 4:08 p.m. on February 28, 2022, in the McGee Boardroom and via Zoom, Carteret Community College, Morehead City, North Carolina.

Personnel and Policies Committee Members Present

Dr. Matt Zettl, Chair (In-Person)
Mrs. Melodie Darden, Ex-officio (In-Person)
Mrs. June Fulcher (Zoom)

Personnel and Policies Committee Members Absent

Mr. Michael Curtis
Mrs. Rosa Langston

Other Trustees and Administration Present

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

II. APPROVAL OF MINUTES

Chair Matt Zettl presented the January 5, 2022 minutes for approval by the committee.

Mrs. June Fulcher made a motion to approve the January 5, 2022, minutes as presented. Melodie Darden seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

III. CLOSED SESSION (Pursuant To N.C. Gen. Stat. §143-318.11(a)(5)(6))

- A. Review State Board Code 1C SBCCC 300.98 – Evaluation of Presidents
- B. Review Year 2 Performance Evaluation Memo
- C. Review of Presidents Goals (2021-2022 Results)
- D. Review 2021-2022 Evaluation Results
- E. Review Revised Contract

Mrs. June Fulcher made a motion to move into Closed Session pursuant to N.C. Gen. Stat. §143-318.11(a)(5)(6)). Mrs. Melodie Darden seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

The committee, Trustee Wrenn Johnson, Trustee Mary Charles Jenkins, and Ms. Jo Ann Cannon entered closed session at 4:09 p.m.

Discussion ensued regarding N.C. Gen. Stat. §143-318.11(a)(5)(6)).

Mrs. Melodie Darden made a motion to move out of Closed Session. Mrs. June Fulcher seconded the motion. Without further discussion, the committee came out of Closed Session at 4:45 p.m.

ACTION TAKEN FROM CLOSED SESSION

There was no action coming out of closed session.

IV. OTHER ITEMS AS DEEMED APPROPRIATE

The committee discussed when it would be appropriate to give Dr. Mancini a copy of the President's Evaluation results report. The committee agreed the most appropriate time would be the Friday before the March Board of Trustee meeting. For future reference, the committee agreed it would be appropriate to give the results report to the president the Friday before the Board meets to discuss the evaluation, salary, and contract. Ms. Jo Ann Cannon agreed to make note of this timeframe.

V. ADJOURMENT

There being no further business to come before the committee, Mrs. June Fulcher made a motion to adjourn the meeting at 4:47 p.m. Mrs. Melodie Darden 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
March 1, 2022



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

I. CALL TO ORDER

Mrs. Rosa Langston, Curriculum and Student Support Committee Chair, called the meeting to order at 3:35 p.m. on February 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. Mary Charles Jenkins (In-Person)
 Mrs. Melodie Darden, Ex-officio (In-Person)
 Dr. Wrenn Johnson (Zoom)
 Mrs. Dee Meshaw (In-Person)

Curriculum and Student Support Committee Members Absent

Mr. Michael Curtis

Other Trustees and Administration Present

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

II. ITEMS REQUIRING APPROVAL

A. Summary

Chair Rosa Langston began by saying the Greenhouse and Grounds Maintenance (Landscape Service Technology) certificate program must be approved by the Board of Trustees.

A summary regarding the proposed certificate program, Greenhouse and Grounds Maintenance (Landscape Service Technology) – C15220 was included in the meeting packet.

B. New Certificate Program: Greenhouse and Grounds Maintenance

Dr. Maggie Brown explained that this certificate is a stand-alone certificate outside of the curriculum standard for the Horticulture Technology degree that requires approval from our Board of Trustees as a new program to Carteret CC at the System Office level. She said there is interest from the Carteret County Public Schools to offer this certificate option for Exceptional Children, which is similar to our Food Service Technology certificate. Dr. Brown said this certificate is designed to provide students from special populations with experience in general horticultural principles and applications.

Dr. Brown explained students enrolled in this program will complete the certificate over two semesters in eight-week increments. She said the classes will be small with eight to ten students per class.

Dr. Brown said all three Carteret County Public High Schools will participate in notifying students of this certificate and assist with enrollment. Dr. Brown said the College has letters of support from our CCPS Director of Exceptional Children's Services and from two local industry employers. She said this certificate will lead to employment with high need in our service area.

Mrs. Dee Meshaw made a motion to recommend approval of the Greenhouse and Grounds Maintenance Certificate (Landscape Service Technology). Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

III. OTHER ITEMS AS DEEMED APPROPRIATE

There were no other items to discuss.

V. ADJOURNMENT

With no further business to discuss, Chair Langston adjourned the meeting at 4:07 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
February 28, 2022

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

Summary of Change Approved by the Curriculum Review Committee on February 23, 2022

REQUIRES APPROVAL

1. **Greenhouse and Grounds Maintenance Certificate (Landscape Service Technology) – C15220** : The purpose of this proposal is to add the Greenhouse and Grounds Maintenance certificate. This is a stand-alone certificate that requires approval as a new program to our College at the System Office level. There is interest from Carteret County Public Schools to offer this horticulture certificate option for Exceptional Children similar to our Food Service Technology certificate. The Greenhouse and Grounds Maintenance certificate is designed to provide students from special populations with experience in general horticultural principles and applications.

The certificate is a stand-alone program code outside of the Curriculum Standard for the Horticulture Technology degree, which is why Board approval is required.

Students enrolled in the program will complete the certificate over two semesters. All three CCPS high schools will participate. Students will be transported to the College, accompanied by a teaching assistant who will help to facilitate our instructor and students working through the skills based curriculum and assessments. The four courses in the certificate will include skills in tasks related to greenhouse, nursery, landscaping, and grounds maintenance.

We have letters of support from our CCPS Director of Exceptional Children's Services and from two local industry employers. Ms. Sarver has stated that the addition of the LST pathway will not dilute the enrollment of the FST program, but will allow even more students from the Exceptional Children's population to participate in a college credential pathway which will lead to employment with high need in our service area.

CURRICULUM STANDARD

Effective Term
Fall 1997
[1997*03]

Curriculum Program Title	Greenhouse and Grounds Maintenance (Certificate)	Program Code	C15220
Concentration	(not applicable)	CIP Code	01.0604

Curriculum Description

The Greenhouse and Grounds Maintenance curriculum provides individuals from special populations with experience in general horticultural principles and applications. This training provides a setting that is conducive to students' vocational and personal growth.

Course work includes extensive hands-on experience in identification and use of horticultural materials, greenhouse production, nursery production, landscape and grounds maintenance practices, and other related topics.

Graduates should qualify for entry-level positions in the horticultural industry and related fields.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.10]

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** *(if applicable)*. A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Greenhouse and Grounds Maintenance (Certificate) C15220

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE			14 SHC
Required Courses: HOR 101 Practical Greenhouse Skills 4 SHC HOR 102 Practical Nursery Skills 3 SHC HOR 103 Practical Landscape Skills 4 SHC HOR 104 Practical Grounds Skills 3 SHC Required Subject Areas: None			
B. CONCENTRATION <i>(Not applicable)</i>			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> HOR, LSG, and WBL <i>Up to two semester hour credits may be selected from ACA.</i> <i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i>			

Approved by the State Board of Community Colleges on November 13, 1996; SBCC Revised 5/17/02; SBCC Revised 09/21/07; SBCC Template Revised 10/17/08; Revised 05/14/10; Editorial Revision 12/12/12; Editorial Revision 07/01/14; Prefix Addition 08/01/15; CCRC Revised--Electronic Only (RISE Initiative) 10/24/19.

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: March 3, 2022
SUBJECT: Board of Trustees March 8, 2022, Meeting

- The annual Carteret Community College **Board of Trustees Retreat** on February 22 was well attended and productive. Thanks to NC Community Colleges CFO **Elizabeth Grovenstein** and NC Association of Community College Trustees Executive Director **Julie Woodson** for bringing updates and providing additional training on community college stewardship through sound fiscal management policies and college governance best practices, respectively. The Board also received updates on the College's ten-year **Facilities Master Plan**, the **strategic planning** process, and the **System's legislative priorities** for the short-term and 2023-2025 biennium. We will be sharing these priorities with our legislators in the coming months.
- The College received our final report and coaching letter for its 2021-2022 **annual compliance review**. This review, conducted by the System Office compliance reviewers, verifies the College's attendance and FTE reporting. The College received suggestions for improving some processes, but no findings. Having no findings means we will not be reviewed for two years. If anyone would like a copy of the coaching letter and report, please contact Jo Ann. I would be glad to discuss the report if you have questions.
- Early registration for **Fall 2022** begins in March. As Carteret CC seeks to continue our strong enrollment trends, we are gearing up for robust marketing and outreach to rising juniors and seniors who can register for CCP (dual enrollment), 2022 graduates who can take advantage of the NC Longleaf Commitment, returning students, and adult learners with an interest in new jobs and promotions. We look forward to sharing our fall marketing materials with Trustees as they are complete.
- The College's **Sound Bytes** podcast featuring **Carteret County Public Schools** Superintendent Dr. Rob Jackson has received great feedback. By the time we meet, Dr. Jackson and I will have made presentations to the County Commissioners and all of the state's superintendents and presidents on the Teacher Preparation program and Big Rock Teacher Prep Scholarship. This "grow our own" teacher recruitment plan may be a model for collaborations to recruit other needed employees for the county.
- The College received notice that we have attained **Gold Military-Friendly School status**. We continue looking for ways to serve our veteran students and their families. One example is our priority registration dates for veterans, which takes place two days ahead of regular registration opens.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: March 1, 2022
SUBJECT: Board of Trustees March 8, 2022 Meeting

- The Spring Commercial Driving License (CDL) evening and day classes started in February. We have a total of nineteen students enrolled in our spring program.
- With the assistance of Ms. Kristi Mroch, College Grant Writer, the Basic Skills team has submitted a Dollar General Foundation grant application. The grant's purpose is to expand our Adult Basic Education and High School Equivalency classes at Carteret Correctional Center. If awarded these funds, they will be used to purchase computers and software.
- We are working with the law enforcement community to provide required continuing education training for recertification. We will be offering First Line Supervision, Officer Survival, and Multiple Patrol Rifle classes, in addition to mandatory in-service training. With the upgrade to our existing firing range, we anticipate additional firearms training as we move into spring.
- The Small Business Center held our first business expo in February, with 31 vendors participating. In addition, the college had booths on hand to promote our training programs.
- The WIOA program is currently serving 52 participants across the three program areas, youth, dislocated workers, and adults. The program continues to develop employer relationships to provide more work-based learning opportunities in the community. The WIOA program will assist NCWorks with an upcoming Career Fair on March 24, 2022.
- The Adult and Dislocated Worker grant for two-year funding has been submitted to the Eastern Carolina Workforce Development Board for review. We are anticipating the announcement of awarded funding soon.
- The massage therapy program will be partnering with several schools in Carteret County, Carteret County Emergency Office, and the Senior Games to offer chair massages and provide an opportunity for students to practice their skills.
- We held a Medication Aide certification in February. This certification is designed for graduates of our CNA program and provides an additional certification for the graduates.
- We started two successful culinary classes designed for the workforce, Asian Cooking and Professional Cake Decorating. We have seen a lot of interest in these short-term workforce classes.
- Through our Life Enrichment program, we started a Metal Art Welding class, and it has been a huge success. We have added an additional class that teaches the skill of coloring metal art. Also, we have held four Women on the Water classes and due to demand and request, have added Advanced Boating Skills to focus on local waterways and docking.

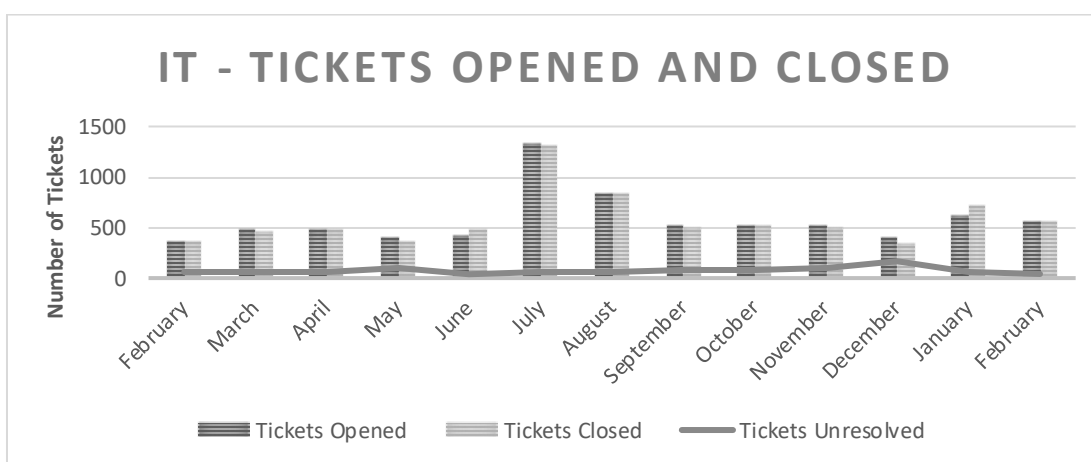
TO: Carteret Community College Board of Trustees
FROM: Matt Banko, Vice President of Finance & Administrative Services
DATE: March 2, 2022
SUBJECT: Board of Trustee March 8, 2022 Meeting

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	\$ 676,116.77	01/03/22	01/12/22	\$ 788,267.27	01/03/22	01/10/22	\$ 302,110.00

Campus Information Technology

- Current Projects
 - Digital Sign install scheduled for March 7-11
 - Finishing up VDI project, will start testing this month
 - Working on backup strategies for cloud and on prem servers to help with disaster recovery
 - Starting 2nd round of USDA grant
 - Install new video conference system in the McGee board room in March
 - Moving Helpdesk ticketing system into the cloud
 - Rural Broadband Project – survey is filled out and submitted
- Table below is a summary of tickets processed through February 28



Expenditure Update

- The College's approved budget resolution was submitted to NCCCS on February 18 (due date)
- State expenses are at expected levels with and projected to carry forward funds into FY 2023
 - The College received an allocation for Adult Learner Program in the amount of \$25,000
- County operating funds are at expected levels and projected to spend 100% of the budget this year
- Over \$4M of financial aid has been awarded to students which is a 41% increase over prior year

State				
	Annual Budget		Y-T-D Actual	% of Budget
1XX Institutional Support	\$ 2,936,633	\$	1,876,229	63.9%
2XX Curriculum Instruction	6,428,094		4,218,936	65.6%
3XX Continuing Education	1,645,580		1,053,303	64.0%
4XX Academic Support	1,082,907		711,281	65.7%
5XX Student Support	1,337,321		728,493	54.5%
9XX Equipment/Capital	495,024		105,436	21.3%
Totals:	\$ 13,925,559	\$	8,693,679	62.4%

County				
	Annual Budget		Y-T-D Actual	% of Budget
1XX Institutional Support	\$ 353,205	\$	274,764	77.8%
6XX Plant Operations & Maintenance	2,441,795		1,620,456	66.4%
9XX Capital Outlay	1,199,900		227,103	18.9%
Totals:	\$ 3,994,900	\$	2,122,323	53.1%


Institutional				
	Annual Budget		Y-T-D Actual	% of Budget
1XX Institutional Support	\$ 1,700,000	\$	812,762	48%
2XX Curriculum	321,335		233,231	73%
3XX Continuing Education	214,640		129,802	60%
4XX Academic Support	520,000		384,316	74%
5XX Student Support	550,902		367,142	67%
7XX Proprietary/Other			56,384	N/A
8XX Student Aid	6,010,050		4,033,200	67%
9XX Capital Outlay	568,500		511,020	90%
Totals:	\$ 9,885,427	\$	6,527,856	66.0%

Emergency Preparedness and Security

- Current and Recent Activity
 - Prepared campus for two events in February
 - Provided orientations for Adult High School, High School Equivalence
 - Conducted a Shelter-in-Place Drill for MaST students
 - Participated in law enforcement and general professional development
 - Surveying other Colleges for building access and security measures

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 February 28, 2022)	\$1,808,823	\$1,631,567	\$182,617	\$5,600
Remaining Funds	\$646,584	\$1,540,737	\$59,798	\$478,861

TO: Carteret Community College Board of Trustees
FROM: Steve Sparks, Vice President, Operations and Facilities
DATE: March 1, 2022
SUBJECT: Board of Trustee March 8, 2022 Meeting Date

- The college's new Greenhouse project really turned out to be a great addition to campus. The project is the last Hurricane Florence campus repair.
- Clark Nexsen Architects should finish up the renovation plans the week of March 7. The college will send the information to local contractors to bid. The facilities staff have begun to hang and finish sheetrock in the hallway to the gym.
- The existing firing range refurbishment is complete. The training area is now clean and safe for instruction.
- The Civic Center elevator material is expected to arrive the week of March 14. Our hope is to have the project completed by mid-April.
- TA Loving has completed the west end hog slat trail installation. They have moved to the McGee east side to finish out another 335 linear feet of hog slat trail before converting to solid concrete to finish out phase II.

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: March 1, 2022
SUBJECT: Board of Trustee March 8, 2022 Meeting

Capital Campaign – To-date \$4,002,069 has been raised/pledged.

To-date Event Fundraising and Donation & Resale Program revenue for this fiscal year is: \$234,977.73; 64.84% of total year budget goal.

Annual Fund Participation

- Employees – 82%
- Board of Trustees – 50%
- Board of Directors – 27%

Community Relationship and Current Activities:

Carteret County Master Gardener's Association has created a new annual scholarship for the Horticulture Program; \$1,000 annual scholarship for a student, first award fall 2023.

A community donor recently established the Carteret CC Foundation (Culinary Program Fund) to be the beneficiary of their estate legacy giving plans.

A community donor is establishing an endowment to support the Welding Program.

2022 EVENT HIGHLIGHTS

- Betsy Bertram, creator of "Captain Scott B and the Great Adventure", visited campus on February 17th for our Sound Discoveries Lecture and Film Series. **101 were in attendance.**
- All Escoffier Chefs Dinners are sold out for the 2022 year, marking tremendous excitement.

UPCOMING EVENTS

Sound Discoveries: A Lecture & Film Series

March Lecture – Classroom Conversation: What is Oxygen Transport with Trisha Miller

Thursday, March 3rd

Wayne West Building, Room 222; 6:00pm

Free - registration is required: <https://carteret.edu/foundation/ccf-foundation-events/lecture-series/>

American Red Cross Blood Drive

Wednesday, March 30th

Civic Center; 9:00am – 2:00pm

Sound Discoveries: A Lecture & Film Series

April Lecture – "A Toast to The Wedding Veil with Kristy Woodson Harvey"

Thursday, April 7th

Hospitality & Culinary Arts Center

Elizabeth and Doug Townsend Event Hall; 5:30pm – 7:30pm

\$75 per ticket. Ticket includes a copy of Kristy's new book "The Wedding Veil", hors d'oeuvres, wine and beverage.

<https://carteret.edu/foundation/ccf-foundation-events/lecture-series/>

Grants

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

Grantor	Purpose	Amount Requested	Pending	Awarded	Not Awarded	Expected Notification	Submission Date
USDA Distance Learning and Telemedicine Grant	Classroom upgrades and equipment	\$585,074		\$585,074			
Big Rock	trail (naming rights)	\$200,000		\$100,000			
Racial Equity for Adult Credentials in Higher Ed (REACH)	initiative to support colleges in increasing credential completion for adults from communities of color in North Carolina	The \$500,000 from the Lumina foundation will be distributed to participating NCCCS after a needs assessment is complete.				The funding 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				November 2021
Beaufort Ole-Towne Rotary	capital campaign	\$5,000		\$5,000			
Cannon Foundation	Walking Trail	\$216,000	\$216,000			March 2022	December 2021
PB Mares	SBC	\$10,000		\$10,000		December 2021	November 2021
Adult Education and Family Literacy Act Digital Navigator Network	Basic Skills	\$20,594		\$20,000		January 2022	October 2021
NC Career Coach Data Collection	Student Services Admissions for work with CCP Students	\$2,100		\$2,100			
Bass Pro Shops	Walking Trail	\$100,000	\$100,000			April 2022	February 2022
NCDOT Highway Construction Trades Academy Letter of Interest	Establish Highway Construction Trades Academy	\$367,432	\$367,432			April 2022	February 2022
Dollar General Foundation	Basic Skills	\$4,417	\$4,417			May 12, 2022	February 2022
Totals		\$1,650,618	\$827,849	\$722,174		\$0	

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: March 13, 2022
SUBJECT: Board of Trustee March 8, 2022 Meeting

Recruiting/Hiring*

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

*Excludes Adjunct part-time, temporary job postings

Historical Data:

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

Employee Headcount and Turnover

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

Recent Employee Departures

Position	Name	Date
Landscape Maintenance Supervisor	Heather Tart	2/1/22
Student Life Coordinator	Mary-Lynn Perricone	2/16/22

Additional Item:

Crucial Conversations Training Update: 31 trained to date; Cohorts 3-5 are planned for March (68 employees signed up). "Crucial Conversations Training teaches people how to achieve alignment and agreement when stakes are high, opinions vary and emotions run strong. With skills to speak their minds honestly and respectfully, people collaborate better, make better decisions and foster workplace cultures of trust, safety, respect and responsibility."

TO: Carteret Community College Board of Trustees
FROM: Bianca Abell, SEC- Staff Executive Committee Chair
DATE: February 28, 2022
SUBJECT: Board of Trustee March 8, 2022 Meeting

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

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

Chair - Bianca Abell, Secretary - Devon Willis

- On Thursday, February 24th, the SEC—Staff Executive Committee—held its fifth meeting for the 2021-2022 fiscal year. Six standing committee members met in McGee 123 and one member joined the meeting through Zoom.
- The SEC had a full agenda, and, in preparation for the upcoming March meeting, discussed the formation of several ad-hoc committees. In the March meeting, ad-hoc committees will be formed for Staff Person of the Year nominations, to plan an event for Faculty Appreciation, nominate a keynote speaker for graduation, nominate and elect SEC officers for the next fiscal year, and develop bylaws, policies, and procedures for the SEC.
- In addition to the discussion of these sub-committees, the SEC also discussed reinstating area reports to update staff and the committee on news and upcoming events in different departments throughout the college, and assigned someone to each identified area, including Applied Sciences, Corporate and Community Education, Distance Learning, Plant Operations, Student Services, IT, and several others.
- The meeting ended by posing two questions for open discussion at the March meeting: “What role does the SEC play in student success?” and “What role does the SEC play in DEI (diversity, equity, and inclusion)?”
- The next Staff Executive Committee meeting will be held on March 3, 2022.

TO: Carteret Community College Board of Trustees
FROM: Orlando Hernandez, SGA Vice President
DATE: March 1, 2022
SUBJECT: Board of Trustees March 8, 2022 Meeting

- The President of SGA resigned to concentrate on her studies and health. Former Vice President, Lauren Deluzio, agreed to step in as president. Orlando Hernandez is now the SGA Vice President.
- A successful Subs and Clubs was held on February 17th with 7 clubs in attendance.
- The new Collegiate Chapter of Backcountry Hunters and Anglers (BHA) club was approved with Quent Lupton, Biology instructor, serving as advisor.
- The Wave edition for Black History Month was sent out.
- Kisses and Carnations for Valentine's day was a huge success.
- Participated in the raffle for Lookout Grocery to assist the families affected the 2/13/22 plane crash.
- Spring Fling is April 7th, all trustees are invited to attend.