



TO: All Members of the Board of Trustees
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: **Wednesday, March 8, 2023, at 9:00 AM, Henry J. McGee Boardroom**

<u>AGENDA</u>		
I.	* CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.	FOUNDATION CHECK PRESENTATION A. Emerald Isle Realty	Chair Darden
III.	RECOGNITIONS A. Trustee Emeritus	Chair Darden
IV.	* APPROVAL OF AGENDA	Chair Darden
V.	* APPROVAL OF MINUTES (February 8, 2023, Attachment 1)	Chair Darden
VI.	CHAIR REPORT	Chair Darden
VII.	PRESENTATIONS A. CCED	Chair Darden Ms. Shana Olmstead
VIII.	NEW BUSINESS A. Policies for Review – First Read	Chair Darden Dr. Maggie Brown
IX.	COMMITTEE REPORTS * A. Curriculum/Student Support Committee 1. Early Childcare Workforce Certificate (Attachment 2) * B. Finance 1. 2023-2024 County Budget Request C. Personnel, Policies, and Bylaws Committee 1. Charge to Trustees to complete the 2022-2023 Presidential Evaluation Survey	Chair Darden Trustee Rosa Langston Trustee Dee Meshaw Trustee Mary Charles Jenkins
X.	OTHER REPORTS A. Foundation Liaison B. President’s and Executive Leadership Council Reports (Attachments 3,4,5,6,7,8,9,10,11,12) C. SEC Report	Chair Darden Trustee Mary Charles Jenkins Dr. Tracy Mancini Mrs. Bianca Abell
XI.	BOARD COMMENTS	Chair Darden/Trustees
XII.	* CLOSED SESSION in accordance to N.C. GS 143-318.11(a)(1) and (a) (2); approval of Closed Session Minutes (January 11, 2023)	Chair Darden
XIII.	* ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATES TO REMEMBER

DATE	EVENT	TIME	LOCATION
March 14, 2023	BLET Graduation	6:00pm	HCAC
March 21, 2023	Escoffier Dinner	5:30pm	HCAC
March 22, 2023	Carteret Links, Vaping	6:00pm-8:00pm	East Carteret High School
March 23, 2023	Culinary Lunches begin, register HERE	11:30am	HCAC
March 29-31, 2023	NCACCT Law/Legislative Seminar		Raleigh, NC
April 4, 2023	Scholarship Luncheon	12:00	Civic Center
April 5, 2023	Personnel, Policies, and Bylaws Committee	10:00am	McGee Boardroom
	Submit SEI before April 17-Online		

COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

FEBRUARY 8, 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 February 8, 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	Mrs. Mary Charles Jenkins
Dr. Wrenn Johnson, Vice Chair	Ms. Rosa Langston
Mr. Doug Brady	Mr. David Long (Zoom)
Mr. Robin Comer	Ms. Dee Meshaw
Mr. Bill Henderson	Mrs. Catherine Parker
Ms. Penny Hooper	Mr. Doug Starcke (Zoom)

Student Government Association Present

Mr. Anthony Pile, 2022-2023 SGA President

Administration Present

Dr. Tracy Mancini	President
Mr. Perry Harker	Vice President, Corporate & Community Education
Dr. Maggie Brown	Vice President, Instruction & Student Support
Mr. Steve Sparks	Vice President, Operations & Facilities
Ms. Brenda Reash	Executive Director, Foundation
Ms. Logan Okun	Director, Marketing & Public Information
Mrs. Amanda Bryant	Director, Human Resources
Mrs. Laura Sullivan	Executive Assistant to the President

College Employees Present

Mrs. Bianca Abell	Chair, Staff Executive Committee
Mr. Richard Abell	Director, Security & Emergency Preparedness
Ms. Christine Turner	Chair, Faculty Executive Committee

Guests Present

Dr. Matt Zettl	Former Trustee
Mrs. Kim Sparks	
Ms. Mya Pope	Student, Dallas Herring Achievement Recipient

Ms. Cheryl Burke
A. Ethics Reminder

Reporter, Carteret News-Times

Chair Melodie Darden reminded members of the Board of the ethical requirements for public servants and requested that members identify conflicts or potential conflicts of interest with respect to any item on the agenda. No board member expressed any potential or actual conflicts of interest.

FOUNDATION CHECK PRESENTATION

Chair Darden advised the Board there was a last-minute change and the presenter was unable to attend. This presentation will occur in the future.

RECOGNITIONS

A. Trustee Emeritus

Chair Darden explained to the Board the Trustee Emeritus distinction and the criteria for consideration. Chair Darden announced that the Board had bestowed the distinction upon former trustee, Dr. Matt Zettl. She said a few words about Dr. Zettl and his time on the Board. She presented him with a gift from the Board. Dr. Zettl was recognized to speak and said that he feels he got more out of participating on the Board than he felt like he put in it. Dr. Zettl thanked the Board. Dr. Mancini said that the Board will hang a commemorative plaque for the Trustees Emeritus in the Boardroom this spring.

B. Special Commendation

Trustee Bill Henderson was recognized to present a special commendation. Trustee Henderson asked Mr. Steve Sparks to come up front and welcomed Mrs. Kim Sparks to the meeting. Trustee Henderson read the commendation for Mr. Sparks, thanking him for his service to Carteret Community College and our community for the past 10 years.

C. Student Recognition

Dr. Maggie Brown was recognized to present the College's 2023 nominees of the North Carolina Community College System awards. For the Dallas Herring Achievement Award, Mya Pope was introduced and given the opportunity to say a few words. She expressed gratitude for her faculty and experience at Carteret CC. The criteria for this award include exemplary achievement; Ms. Pope will graduate with an Associate in Arts in May 2023. Dr. Brown recognized Mr. Anthony Pile for the Governor Robert W. Scott Student Leadership Award which includes student leadership and service as the criteria. Mr. Pile is the SGA President 2022-2023 and Student Board representative. He will graduate with an Associate in Science degree in May 2024. He thanked the College for opportunities and said he hopes to go to medical school after UNC-Chapel Hill.

APPROVAL OF AGENDA

Chair Darden presented the February 8, 2023, agenda for approval.

Trustee Jenkins made a motion to amend the agenda to include a closed session after Item VIII Board Comments pursuant to General Statute 143-318.11 section (a) (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award. Trustee Comer seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF MINUTES

Chair Darden presented the January 11, 2023, minutes, and January 17, 2023, Personnel, Policies, & Bylaws minutes for approval by the Board.

Trustee Dee Meshaw made a motion to approve the minutes from January 11, 2023, and January 17, 2023 meetings as presented. Trustee Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Darden thanked the Trustees who attended the NC Association of Community College President's Reception on January 25 at the Beaufort Hotel. Those trustees attending were Trustees Jenkins, Hooper, Henderson, and Darden. Also attending was State Board member Ann Whitford. Chair Darden shared with the Board that she also attended the dinner for the Presidents' Winter Meeting and was able to say a few words about the Escoffier program.

Chair Darden said she and Trustee Jenkins attended the first Escoffier Dinner. She commended student chef Caroline Juba for the confidence and poise she exhibited while doing food demonstrations. Chair Darden encouraged the Board to attend the dinners. February and March are sold out but there are still tickets for April.

Chair Darden advised the Board to let Dr. Mancini or Laura Sullivan know if they are able to attend the NCACCT Law/Legislative Seminar in Raleigh on March 29-31, 2023. She said that Trustees Jenkins, Comer, and herself would be attending.

Chair Darden thanked Trustee Dee Meshaw for attending the visit to Wayne Community College to look at their Automotive and Diesel facilities. Chair Darden advised the Board that Trustee Meshaw would be presenting at the Board Retreat about her visit.

Chair Darden thanked Trustee Henderson for sending a family member to Fort Macon on January 16, 2023, to pick up litter for the Martin Luther King Day of Service that the College sponsored.

Chair Darden thanked those who attended the Mary Mikels concert on January 20, 2023, at Joslyn Hall. It was a terrific concert and nice to celebrate a former student.

Chair Darden advised the Board that Foundation donation participation was up, with the Board of Trustees at number three, falling after the Foundation Board and Staff and Faculty. She encouraged the Board to participate no matter how small or large.

Chair Darden reminded the Board that the Annual Board Retreat is on February 22, 2023, from 8:30-12:00 in the McGee Boardroom.

Chair Darden, on behalf of the Board, thanked Mr. Steve Sparks for his professionalism. She wished him a happy retirement.

COMMITTEE REPORTS

Trustee Mary Charles Jenkins was recognized to report from the Personnel, Policies, and Bylaws Committee. She advised the Board that they would be voting on the second reading of the Governing Policies. The corrections noted at

the January 11, 2023, Board meeting have been finished, but Trustee Jenkins said there were a few minor corrections that Mrs. Sullivan will correct. Trustee Jenkins provided a copy of the page that needed to be corrected.

Trustee Jenkins recommended to the Board that the Governing Policies be approved with noted minor corrections. The Board voted in favor of approving the Governing Policies unanimously by voice vote.

Trustee Jenkins gave an overview of the Joseph T. Barwick Award. There was a brief discussion about the Barwick Award. Trustee Jenkins advised the Board that this award had not been given out since 2020. The Board was provided an overview of the Award and a nomination form for the award. Nominations are due by February 28.

OTHER REPORTS

A. Foundation Liaison

Trustee Mary Charles Jenkins said the Foundation had not met since the last Board meeting. She updated the Board on upcoming Events. All of the Escoffier Dinners are sold out except April. On February 17, 2023, the Black History Committee and the Foundation are sponsoring the ZuZu African Acrobats at Joslyn Hall. This event is also sold out. Trustee Langston commented that she has received several calls from other counties that had groups that wanted to attend. She mentioned that in the future it would be nice to have more space for events like this to draw others here. Dr. Mancini commented that the response has been very good. Trustee Jenkins said that the second Celebration on the Sound this year is May 13, 2023. The headliners for this event are Chayce Beckham and Conner Smith. The local performers are Bryan Mayer and Jake Sutton. Tickets will go on sale later this month for Celebration on the Sound. Trustee Jenkins challenged the Board to participate in the Annual Fund Participation.

B. President's and Executive Leadership Council Reports

Dr. Mancini reported that the NC Association of Community College Presidents Winter Meeting hosted at Carteret CC on January 25-27, 2023, was a success. She received several emails from other presidents who remarked about the welcoming feel of the campus and the sense of teamwork from our faculty and staff. Approximately, 52 out of 58 presidents attended as well as State Board members and Community College System staff.

She reported that the Executive Leadership Council participated in a retreat February 2-3, 2023. They reviewed material about the facilities on campus, reviewed budget documents, and participated in teambuilding exercises.

Dr. Mancini said that good progress is being made on the replacement for Mr. Sparks. She thanked Trustee Henderson for participating in the initial selection process. She hopes to announce in the next couple of weeks a selection for this position.

Dr. Mancini said that Hospitality and Culinary Arts are among the growing programs at the College. Student enrollment has tripled, and there is growth in Continuing Education and Life Enrichment programs.

Dr. Mancini reported that the College had received several of Grants recently. The College received a Workforce Development Board Grant for \$97,000 to support re-entry programs for those who are exiting Carteret Correction Center. The College has received from the North Carolina State Board of Nursing approval for the Associate Degree in Nursing expansion. This program will now be able to officially have 100 students at a time in the nursing program. On February 2, the College received word about a Golden LEAF Foundation Community-Based Development Grant for \$750,000 for the next two years. It will pay for the additional two nursing instructors needed for Nursing Program expansion for two years, a simulation coordinator, and equipment for a simulation lab. In addition, she commended

Christine Turner, chair of the Emergency Science program, for receiving final approval of national accreditation by CAAHEP. This will set the College apart from other Community Colleges that have the EMS-Paramedic program.

Dr. Mancini reported that the Paralegal Technology program has received approval from the ABA to begin offering a Legal Studies Pathway for Career and College Promise students. The College also received a grant from the Carlyle Adams Foundation for \$225,000 to support a camp coordinator for camps and community outreach for three years.

Dr. Mancini advised the Board about the topics that would be covered at the upcoming Board Retreat on February 22, 2023. She also said that the purchase of 103 South Lockhart Street in Morehead City was completed, and the deed was recorded on January 25, 2023.

C. Faculty Executive Committee

Christine Turner, Chair of the Faculty Executive Committee, was recognized for a presentation. She reported that Faculty member Trisha Miller had composed an updated course syllabi template for each division. The Deans and Dr. Brown have reviewed it and now are working through ADA compliance with IT. The new syllabus should be implemented in the Summer of 2023. Faculty have worked diligently to bring back two forms of plagiarism detection software. The software will help to secure online testing and provide plagiarism screening and a detector for written assignments. Faculty have submitted nominees for the State Academic Excellence Award, Dallas Herring Award, and the Governor Robert Scott Award. A subcommittee has been formed to review and revise the Faculty handbook.

BOARD COMMENTS

Trustee Henderson thanked Mr. Steve Sparks for his service to the College.

Trustee Jenkins thanked Dr. Matt Zettl for being at the meeting and congratulated him on being named Trustee Emeritus, a well deserved honor.

Trustee Parker agreed with the others and thanked both Mr. Sparks and Dr. Zettl for their service and everything they did for the College.

Trustee Hooper wanted to highlight Dr. Mancini's report. Trustee Hooper did not realize all that was being done at the College.

Trustee Long thanked Mr. Sparks for all that he had done for the College over the past 10 years.

Trustee Starcke echoed everyone's comments and congratulated Dr. Zettl with hats off to Mr. Sparks on retirement and appreciation for all that he has done.

Mr. Anthony Pile wanted to highlight Dr. Mancini's report, especially the part about the grant from the Workforce Development Board to support re-entry programs.

Trustee Brady thanked Dr. Zettl and Mr. Sparks and congratulated Ms. Mya Pope and Mr. Anthony Pile for excelling in school and being nominated for the NCCCS Awards. Congratulations to the faculty and staff for all the grant opportunities.

Trustee Meshaw thanked Dr. Zettl and Mr. Sparks and is looking forward to the Board Retreat.

Trustee Langston said she agreed with everything that had been said and that she was really impressed with Dr. Mancini's report especially the information on the grants the College has received.

Trustee Comer said he agreed with Mr. Pile about the Workforce Development Board Grants to support re-entry programs. He also thanked Dr. Zettl and Mr. Sparks.

Trustee Johnson said she has enjoyed knowing Dr. Zettl and Mr. Sparks and she was excited about the Nursing program growth.

Chair Darden thanked the faculty and staff for all that they are offering. She thanked Ms. Turner for her presentation and was grateful for the accreditation of the EMS program.

CLOSED SESSION

A motion was made to go into Closed Session at 10:05 a.m. pursuant to General Statute 143-318.11 section (a) (2) by Trustee Comer and was seconded by Trustee Langston. The motion passed unanimously by voice vote.

Those others asked to stay were Dr. Mancini and Mrs. Sullivan.

A motion was made to come out of Closed Session at 10:37 a.m. by Trustee Comer and seconded by Trustee Meshaw. The motion passed unanimously by voice vote.

ADJOURNMENT

Chair Darden asked for a motion to adjourn.

Trustee Hooper made a motion to adjourn at 10:38 a.m. Trustee Meshaw seconded the motion. Without further discussion, the motion passed unanimously by voice vote.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board of Trustees

Melodie Darden, Chair of the Board of Trustees

Date

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

Date

[Return to Agenda](#)

CURRICULUM AND STUDENT SUPPORT COMMITTEE MEETING

March 1, 2023

CURRICULUM SUBCOMMITTEE AND BOT APPROVAL REQUIRED

New Program Approval

The English, Communication, and Education Chair and our Early Childhood Advisory Committee has reviewed a new stand-alone certificate created by the NCCCS, C55820 Early Childcare Workforce and recommends that the College apply to offer this program effective Fall 2023.

The program consists of 6 courses, 2 of which would be new to our catalog.

EDU 119 Introduction to Early Childhood 4 SHC

EDU 130 Social Environments for Children 3 SHC-new to catalog

EDU 151 Creative Activities 3 SHC

EDU 159 Health and Safety for Early Childhood 2 SHC-new to catalog

EDU 162 Observation and Assessment in ECE 3 SHC

EDU 188 Trends and Policies in Early Childhood 3 SHC-EDU 188 currently in catalog

but SO has updated course title, description, and credit hours

We feel that this certificate better prepares students to enter the workforce with licensed childcare agencies and contains the appropriate number of hours for both licensure and lead teacher certification. The System Office also created this certificate so that it would meet the requirements for PELL funding and will be releasing that financial aid determination in the next week or two. The current EC certificate is not eligible for Pell aid.

Students in the current EC certificate will complete their courses this summer. All incoming students with an interest in entering the childcare workforce would be advised to go into the new certificate, pending approval.

The program content does not represent a significant departure from our current EDU offerings, requires no additional faculty or facilities, and does not represent a substantive change for SACS COC.

INFORMATION ITEMS

1. We have submitted a request to the System Office to review the tier funding for Aquaculture. We have provided documentation which we believe would put these courses into the same tier as lab sciences, Tier 1B. Currently the courses are classified in Tier 2 with languages, business, and other courses that do not rely on lab-based equipment.

For the current year, Tier 2 is funded at \$3,761 per FTE; Tier 1B is funded at \$4,325 per FTE.

2. We have received approval from the American Bar Association to offer our first CCP pathway toward the Paralegal program. This certificate will be called Legal Studies.

3. Our Human Services AAS is capitalizing on its 2 + 2 agreement with UNCW's BS in Social Work by adding a Social Work concentration.

TO: Carteret Community College Board of Trustees

FROM: Dr. Tracy Mancini, President

DATE: March 3, 2023

SUBJECT: Board of Trustees March 8, 2023, Meeting

On the day I write this report, March 3, it is **National Employee Appreciation Day**. **Carteret Community College employees** continue to shine, and I wish to express deep appreciation for their dedication, creativity, and teamwork. Our faculty and staff go above and beyond every day to help transform lives through positive and responsive customer service and excellent instruction. They serve on campus and off to provide resources to everyone in our service area, often representing Carteret CC on local, regional, and statewide committees to ensure we stay current and provide input to decisions that will affect our students and college.

This month I would like to commend two members of the senior leadership team for their statewide involvement. **VP Perry Harker** has been re-appointed by the NC Community College System to serve as one of three Continuing Education vice presidents representing the Eastern Region on the statewide **Workforce Development Leadership Committee**. This committee reviews and recommends state workforce policy and initiatives and recommends new or modified workforce courses and programs for State Board of Community Colleges approval. **VP Dr. Maggie Brown** has been appointed by the NC Community College System to serve on the **Transfer Advisory Committee (TAC)**, an eight-member statewide committee that interprets and reinforces the Comprehensive Articulation Agreement and ensures seamless transfer of community college general education course credits to 16 UNC institutions and more than 30 independent colleges and universities in the state. Both Mr. Harker and Dr. Brown have impeccable reputations and strong work ethics, and Carteret CC is fortunate to experience their leadership on and off campus.

You may recall that last month we reported that **Tony Pile**, current Student Government Association president and student Trustee, was Carteret CC's nominee for the **Governor Robert Scott Student Leadership Award**. This week we heard from the System Office that Mr. Pile is one of five finalists for the statewide Governor Scott Award! We are proud that he represents Carteret CC and will look forward to his continued success.

Kudos to our **Basic Skills Program**, also known as **College and Career Readiness**. Under the leadership of **Diane Matlock**, student enrollment and success has risen the past three years, with fall FTE increasing by 6% in 2020, 11% in 2021, and 33% in 2022. Students in this program complete high school diplomas and equivalency certificates that enable them to pursue additional education and secure better jobs.

The annual **Board of Trustees Retreat** held on February 22 was a success. Thank you to our Trustees for taking time to discuss data related to college enrollments, employee salaries, state legislative priorities, program needs, and workforce programs offered through the NC Community College System. **Dr. Bruce Mack** provided valuable information about the state's Customized Training Program, Small Business Centers, and Apprenticeships.

This month, Carteret CC is pleased to host the statewide **Small Business Center Network conference** on campus. I received a letter from **Mrs. Ann Shaw**, state director of the SBCN, with the following message:

*I want to thank you for your leadership that allows **Brandy Bell** to be innovative, collaborative, and a true trailblazer in supporting small businesses and in being a resource to other SBC Directors. She has done an unparalleled job leading the professional development committee for the SBCN and planning every detail of this conference.*

As I know you are aware, Carteret CC was among the first 8 colleges to receive funding for a Small Business Center in 1984. The years have flown by, but Carteret CC will always be known as one of the pioneers in providing entrepreneurial assistance to small business owners and prospective owners. Next year, we will celebrate 40 years of serving the state's entrepreneurs. We thank you for the role Carteret CC has played as a mover and doer in economic development.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 2/28/2023
SUBJECT: Corporate and Community Education March Board Report

Carteret Community College recently received a \$95,000 grant from the Eastern Carolina Workforce Development Board Inc. The grant aims to help citizens successfully re-enter society following their incarceration. A significant focus will be connecting participants to various community resources, workforce training programs, and job placement.

We hosted a successful job fair for the North Carolina Ferry System in partnership with NCWorks. Several qualified applicants visited the Big Rock Career Center during the event. This is the third year we have held a successful job fair for the Ferry System. The Ferry leadership where delighted with the turnout and hiring opportunities.

The North Carolina Community College System Office re-appointed Perry Harker to serve on their Workforce Development Leadership Committee. This committee reviews and recommends state workforce policy and initiatives and recommends new or modified workforce courses/programs request for state board approval. In addition, he is one of three Continuing Education VPs representing the Eastern Region.

In February, we provided Forklift Operator Certification classes for twenty-eight Town of Morehead City employees and nine NC Aquarium employees at Pine Knoll Shores.

The College will host the North Carolina Community College System Small Business Center Network Spring 2023 Conference, March 8–10, at the Hospitality and Culinary Center. We anticipate representatives from all 58 Community Colleges and System Office Staff will attend.

We are working with Carteret County Government to help recruit and train workers for their Building Code Inspections Department and Telecommunications (911) Center. Our first Building Code Inspection Certification course will start in mid-March, and the Telecommunication Certification class will begin in late April. The long-term plan is to schedule classes in both areas each semester to allow those wanting to work in the field the opportunity to obtain the certifications needed for these respective departments.

We provided Notary Public Certification training to eleven employees of the Carteret County Government.

We will provide a National Association of EMT (NAEMT) course to emergency personnel at Cherry Point through an Instructional Service Agreement with Craven CC. We are the nearest NAEMT-authorized training site in our region.

The WIOA program has enrolled 35 new participants so far this program year and is currently serving 53 carry-over participants.

Massage Therapy students are starting to book chair massages for local schools and businesses. Tiller, Carteret Health Care, Gramercy, Croatan, and East Carteret High School are confirmed.

We are working with a department from Fleet Readiness Center East to provide American Welding Society Certification Testing and certification. The group of employees is training at our welding facility.

Students enrolled in our Professional Bartending class were the bartenders for our second Escoffier Dinner. It was a fantastic way to give them real-life experiences.

We are working with Emerald Isle Realty to provide training for their seasonal housekeepers. There are 150 seasonal employees we will be training over the next couple of months. The classes are held in the Hotel Room Lab in our Hospitality Center.

Shana and I met with Jim Dandy stores and will be scheduling ServSafe Certification training for several of their employees. In addition, we will develop and deliver leadership training classes for their managers.

Our Women on the Water classes are seeing strong interest and enrollment. We completed one class in February and three more scheduled for Spring.

We received grant funding of \$141,000 in partnership with NC Sea Grant and East Carolina University to begin offering a Living Shoreline Academy. The Academy will introduce Living Shorelines, including living shoreline theory, construction, and permitting processes. In addition, students will work with Carteret CC Horticulture instructors to learn how to produce various types of marsh plants. Finally, students will learn in the classroom, lab, and field while earning a Certification in Living Shorelines.

Our Captain's certification classes continue to grow, with sixty-one students registered for classes in January & February.

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees

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

DATE: 03/02/23

SUBJECT: Board of Trustee 03/08/23 Meeting

By the time of this meeting, we've made it halfway through the semester! 2nd 8 week classes begin March 8th. Our Deans, chairs, and faculty are turning in their schedules for summer and spring courses. With the warmer weather, we are all looking forward to our spring break, which coincides this year with the CCPS break, April 7th- 13th.

- Our local SkillsUSA competition was held in the HCAC. Our winners will go on to compete in the State Skills competition.

High School CULINARY

Rosanna Secchi 1st place MAST High School, Thomas Joseph 2nd Place HOME SCHOOL

Post-Secondary CULINARY

Jay Danielson 1st Place (Senior), Dale Coffey 2nd Place (Freshman)

High School BAKING AND PASTRY

Amelia Swacha 1st place MAST High School, Kaitlin Skinner 2nd EAST Carteret

Post-Secondary BAKING AND PASTRY

Ashlee Arredondo 1st Place (Freshman), Megan Cereijo 2nd Place (Freshman)

- The Welding secondary Skills competition was at Pitt Community College. At the time of this report, results are not available.
- The Horticulture Technology students will be competing in the state collegiate landscape competition this month at Mississippi State University. The students helped to raise funds to attend and compete.
- The Library has announced its Bookface Challenge. We would love to have you participate! Entries will integrate themselves into a book cover for a photograph and be displayed in the library.
<https://carteret.libguides.com/bookfacechallenge>
- A campus initiative, The OER (Open Education Resources) Pioneers have awarded their first grant to our faculty member Deena Lynk to turn Communications 120 (an extremely popular communications transfer course) into a text-book free course. This means students will save hundreds of dollars and have access to the

latest online resources for learning about Interpersonal Communications. Mrs. Lynk will serve as a best practice model to other faculty who wish to undertake this type of course creation.

- In March, Health Sciences Academy Day and Information Technology, Photography, and Fine Arts Day will host high schoolers and 8th graders to spend time in their programs and expose students to curriculum and career opportunities.

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees

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

DATE: February 28, 2023

SUBJECT: Board of Trustee March 8, 2023 Meeting

Budget and Expenditure Update

- State and County expenditures are in-line with allocations and projections.
- Total state expenditures totaled \$10M or about 65.4% of state allocations as of February 27
- County operating expenditures totaled \$1.9M or 67.2% of the FY-23 allocation
- County capital projects expenditures along with property acquisition totaled \$632,158
- The tables below summarize actual to budget amounts for State, County and Institutional Funds by purpose through February 28, 2023:

State				
		<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$ 3,474,845	\$ 2,209,982	63.6%
2XX	Curriculum Instruction	6,998,746	4,767,037	68.1%
3XX	Continuing Education	1,890,112	1,202,734	63.6%
4XX	Academic Support	1,107,798	741,223	66.9%
5XX	Student Support	1,397,581	797,423	57.1%
9XX	Equipment/Capital	517,287	337,175	65.2%
	Totals:	\$ 15,386,369	\$ 10,055,574	65.4%

County				
		<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$ 404,521	\$ 286,372	70.8%
6XX	Plant Operations & Maintenance	\$ 2,441,479	1,627,325	66.7%
9XX	Capital Outlay	\$ 1,000,000	632,158	63.2%
	Totals:	\$ 3,846,000	\$ 2,545,855	66.2%

Institutional				
		<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$ 1,062,000	\$ 568,521	53.5%
2XX	Curriculum	573,000	39,579	6.9%
3XX	Continuing Education	200,000	187,509	93.8%
4XX	Academic Support	225,000	89,613	39.8%
5XX	Student Support	623,000	463,643	74.4%
7XX	Proprietary/Other	270,000	231,197	85.6%
8XX	Student Aid	3,410,000	2,947,294	86.4%
9XX	Capital Outlay	1,650,000	502,556	30.5%
	Totals:	\$ 7,943,000	\$ 5,029,912	63.3%

Financial Services

- The table below provides cash balances as of February 6, 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
	Nov-22	12/1/2022	12/19/2022	\$ 187,003.75	12/01/22	12/20/22	\$ 2,433,145.09	12/01/22	12/19/22
Dec-22	01/03/23	01/20/23	\$ 215,692.20	01/03/23	01/21/23	\$ 2,312,181.09	01/03/23	01/19/23	\$ 160,693.10
Jan-23	02/01/23	02/03/23	\$ 171,503.08	02/01/23	2/6/2023	\$ 2,413,574.20	02/01/23	02/06/23	\$ 564,384.40

Campus Information Technology


- Rural Broadband Project –scope of work for fiber installation received, waiting on quote.
- Destiny One project restarted.
- Working on CIS Security Controls
- 40 laptops being distributed to the Faculty/Staff who need upgrades.
- The second Carteret Links session held on February 28.
- Multifactor Authentication activated for students.

Emergency Preparedness and Security

- Emergency Operating Plant to be updated and placed in SharePoint
- Evaluating door access systems and alert systems for upgrades
- Participated in tabletop exercise with Leadership. Regional Cyber tabletop exercise on 3/7
- Provided orientations for High School Equivalence (HSE) and Adult High School (AHS)

COVID-19/HEERF Funding

- Table below is an update on HEERF funding, expenditures and remaining balance as of 2/24/23:

 CARTERET COMMUNITY COLLEGE	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 at of February 24, 2023	\$2,455,407	\$3,028,341	\$242,415	\$380,926
Remaining Funds	\$0	\$106,535	\$0	\$103,535

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: February 27, 2023
SUBJECT: Board of Trustee March 8, 2023 Meeting

Date

Event fundraising and Donation & Resale Program revenue to-date for this fiscal year is: \$300,026; 51% of total year budget goal. Endowment funds added this year to-date: \$88,814. Annual Scholarship funds added this year to-date: \$35,646; Program Funds added this year: \$237,621.

Board Annual Fund Participation Request Update

Board of Trustees – 67%

Foundation Board of Directors – 100%

Employee Giving Participation - 72%

Community Relationship and Current Activities:

Submitted the application to the Central and Eastern NC Food Bank as part of the participation eligibility for being a recipient partner of the Food Bank. The approval process could take 120 or more days, on-site visits are required. This will allow the Foundation to “shop” for the Student Food Pantry, currently food is at no cost, by July 1st, cost may change to \$.19/pound.

Foundation is working with the American Red Cross, during the March, May, and July drives, every pint collected over 30 pints, the ARC will give \$10/pint. The Foundation can use the funding to shop for the Student Food Pantry through a third-party vendor, example Amazon. The funding is not given directly to the recipient.

February 17th the Foundation supported the Black History Committee with hosting the ZuZu African Acrobats; 198 tickets were sold. This event took place in Joslyn Hall. Proceeds will support the Gwen Fisher Memorial Scholarship.

Celebration on the Sound, presented by WRNS, Beaufort Hotel, and Crystal Coast TDA, tickets launched on February 15th as planned. Limited VIP tickets are available, expect to sell out by April - \$125 includes food, two

drink tickets, bathrooms inside the Hospitality & Culinary Arts Center. General Admission tickets - \$25; rain or shine event.

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

Foundation staff met with the following folks in February to confirm the Savour the Summer Soiree lineup:

- Amos Mosquito's and Bogue Sound Distillery – Monday, June 5th
- Soundside Restaurant, Island Grille with Tryon Distributing (wine) – Monday, August 7th

UPCOMING EVENTS

2023 Escoffier Chef's Dinner Series

Less than 10 seats are still available for the April 25th dinner. The Foundation has started a waitlist to fill last minute cancellations for the March dinner. Tickets are \$125 each. The dates for the dinners are as follows:

Tuesday, March 21st – SOLD OUT

[Tuesday, April 25th](#)

Celebration on the Sound

May 13 — This year's Celebration on the Sound will feature one day of country music in a festival type event. National country music artists Chayce Beckham and Conner Smith will headline the event, while local artists Bryan Mayer and Jake Sutton will also perform. Celebration on the Sound, presented by WRNS, Beaufort Hotel, and Crystal Coast TDA, tickets launched on February 15th as planned. Limited VIP tickets are available, expect to sell out by April - \$125 includes food, two drink tickets, bathrooms inside the Hospitality & Culinary Arts Center. General Admission tickets - \$25; rain or shine event.

Savour the Summer Soiree

[Tickets will go on sale for the summer soiree's on March 15th. The dates and pairings are as follows:](#)

[Monday, June 5 – Amos Mosquito's with Bogue Sound Distillery](#)

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

GRANTS

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

Grantor	Purpose	Amount Requested	Pending	Awarded	Not Awarded
Golden LEAF CDBI Initiative Initial Proposal	Fund Health Sciences Staffing Needs and Equipment	\$942,173		\$750,000	
Longleaf Student Outreach & Advising Project	Retention Success Coach	\$59,830		\$59,830	
NC Sea Grant	Living Shoreline Academy	\$141,268		\$141,268	
NSF Engines Proposal	Aquaculture workforce development	\$115,280	\$115,280		
NC Community College System	Career Coach	\$87,937		\$87,937	
Dudley T. Dougherty Foundation	Lecture Series	\$5,350			\$5,350
Max and Victoria Dreyfus Foundation	Lecture Series	\$5,350	\$5,350		
Brooks and Joan Fortune Family Foundation	Lecture Series	\$5,350			\$5,350
NC Community College System High-Cost Workforce Program Start-Up Funds	Surgical Technology Program	\$500,000			\$500,000
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		

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: February 27, 2023
SUBJECT: Board of Trustee March 2023 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Certified Nursing Assistant Chair	New to replace current p/t	Action pending resolution of state qualifications approval
Maintenance Tech I & II (3)	Thompson/Godette	candidate declined offer; additional interviews 2/14; 1 candidate pending 2 nd interview & reposted 2/20
Director, Operations & Facilities	Steve Sparks (3/1/23)	Cindi Goodwin DOH 4/1/23
Nursing Instructor	Lori-Ann Sarmiento (6/1/23)	Interviews 1/19 & 1/25; 2 nd interview with Dr. M 3/8
Accounts Payable Technician	Laveria Murrell	Interviews 2/15; Dr. M referral pending for 2 candidates
Custodian	Allen Smith	Posting closed 2/3; coordinating interviews
Baking & Pastry Instructor	Jennifer Summers	Posting closes 3/30
Coordinator, Youth Camps & Community Events	New (grant funded)	Posting closed 2/20; under review
Cashier	Teresa Terrell	Posting closed 2/14; under review
Coordinator, Business & Industry	Jerome Shepard	Posting in progress

*Excludes Adjunct part-time, temporary job postings

Historical Data:

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

Employee Headcount and Turnover

February Headcount		February Turnover	FY23 Turnover	Turnover Rate
F/T Perm Faculty	65	0.60%	5.99%	FY22: 16.36%
F/T Perm Staff	99			FY21: 13.35%
P/T Perm Faculty	2			FY20: 8.48%
P/T Perm Staff	1			FY19: 10.66%
Total Perm	167			FY18: 6.49%
Total Payroll	333			

Recent Employee Departures

Position	Name	Date
VP, Facilities & Operations	Steve Sparks	2/28/23

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 2/28/2023
SUBJECT: Board of Trustee ___3/8/2023___ Meeting

1. The SGA Hosted a successful Subs and Clubs on February 9th. We had a great turnout.
2. The SGA will host the annual Spring Fling on March 22nd from 11:30 to 1:30pm. We will have food trucks and Fat Fellas BBQ, photo booth, games and music.
3. I will be taking the SGA Board to the Spring NC4SGA Conference March 31st, April 1st & April 2nd in Durham, NC.

TO: Carteret Community College Board of Trustees
FROM: Christine Turner, FEC Chair
DATE: February 28, 2023
SUBJECT: Board of Trustee March 8, 2023 Meeting

Esteemed Members of the Board,

- Faculty will work on identifying needed faculty handbook updates
- Our next meeting is scheduled for March 10
- Faculty look forward to another successful semester

Thank you all for everything you do for our students, institution, and community.

Best Regards,

Christine Turner, M.Ed., NRP

FEC Chair

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees
FROM: Bianca Abell, SEC – Staff Executive Committee Chair
DATE: February 28, 2023
SUBJECT: Board of Trustee Meeting

The Staff Executive Committee met on February 17, 2023 in Joslyn Hall at 11:00 PM. Nine members of the committee were in attendance as well as other members of staff.

The committee invited Dr. Tracy Mancini, CCC President and Amanda Bryant Director of Human Resources to discuss and answer questions about the bi-weekly timesheets required for non-exempt employees. We were informed that it was federally mandated that a record of compensatory time be kept for employees, because it is required that non-exempt employees be compensated for this overtime. Instead of compensating for overtime monetarily, the college has elected to compensate overtime with leave time in the form of compensatory hours. If employees need to complete work that will cause overtime to accrue (working over 40 hours in one week), then it must be cleared with the employee's supervisor before the overtime is worked. In the near future, a new form that will include both monthly leave and bi-weekly hours will be released. This is an effort to be proactive on this subject.

Nominations for Staff Person of the Year was extended until February 28, 2023. After that date, a link will go out to all members of staff to vote on the nominees. The voting will be being on March 1, 2023 and end on March 24, 2023.

We still had our team building exercise. The committee played Scattegories and Dr. Mancini joined us for two rounds.

The next meeting of SEC will be on March 17, 2023 at 11:00 AM in Joslyn Hall.

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees
FROM: Anthony Pile – SGA President
DATE: 02/28/2023
SUBJECT: Board of Trustee 03/08/2023 Meeting

1. The SGA held Subs N' Clubs and had a wonderful turnout. We tried a new format this year and it went extremely well and we have adopted the new format for a future Subs N' Clubs.
2. The SGA is still working on the final details for Spring Fling which will be held on March 22nd, from 11:30-1:30 pm
3. The SGA board will be attending the NC4 conference on March 31st- April 2nd in Durham, NC.

[Return to Agenda](#)