

TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Tuesday, May 10, 2022 at 5pm, Camp Glen Building, Foundation**

AMENDED AGENDA

- | | | |
|-----------------|---|---------------------------------------|
| I. | CALL TO ORDER | Chair Melodie Darden |
| | A. Ethics Statement | |
| II. | FOUNDATION CHECK PRESENTATION | Chair Melodie Darden |
| | A. Bonnie Henderson Hospitality & Culinary Scholarship | Henderson Family |
| III. | STUDENT RECOGNITION | Chair Melodie Darden |
| | A. SkillsUSA Participants / First Placers | Dr. Tracy Mancini |
| | B. Billy Hurley Teacher Appreciation | |
| | C. Robot MaSTrs | Mr. Patrick Dineley |
| IV. * | APPROVAL OF AGENDA | Chair Melodie Darden |
| V. * | APPROVAL OF MINUTES (April 12, 2022; Attachment 1) | Chair Melodie Darden |
| VI. | CHAIR REPORT | Chair Melodie Darden |
| VII. | NEW BUSINESS | Chair Melodie Darden |
| VIII. | PRESENTATION | Chair Melodie Darden |
| | A. Business Office – IT Department | Mr. John Green |
| IX. | COMMITTEE REPORTS | Chair Melodie Darden |
| | A. Personnel and Policy (Governing Policies, Section 4) | |
| | B. Nominations Committee (Recommendation of 2022-2023 Slate of Officers) | Mr. Robin Comer |
| X. | OTHER REPORTS | Chair Melodie Darden |
| | A. President's and Executive Leadership Council Reports
(Attachments 2 President , 3 CCED , 4 ISS , 5 Finance , 6 Plant Ops , 7 Foundation ,
8 HR , 9 FEC , 10 SEC.) SGA (Handout) | Dr. Tracy Mancini
Ms. Caz Chambers |
| | B. Faculty Executive Committee | |
| XI. * | OLD BUSINESS | Chair Melodie Darden |
| | A. Adverse Weather and Catastrophic Events Policy
(Second Reading; Attachment 11) | |
| XII. | BOARD COMMENTS | Chair Melodie Darden |
| XIII. * | ADJOURNMENT | Chair Melodie Darden |

DATES TO REMEMBER

DATE	EVENT	TIME	LOCATION
May 11, 2022	Emergency Medical Sciences Pinning Ceremony	2:00 p.m.	Wayne West EMS Room
May 11, 2022	Basic Skills Graduation	3:00 p.m.	Crystal Coast Civic Center
May 11, 2022	Respiratory Therapy Pinning Ceremony	5:00 p.m.	Hospitality & Culinary Arts Center
May 12, 2022	Awards Ceremony	6:00 p.m.	Crystal Coast Civic Center
May 13, 2022	Associate Degree Nursing Pinning Ceremony	9:30 a.m.	Crystal Coast Civic Center
May 13, 2022	Commencement Ceremony (Graduation)	3:00 p.m.	Crystal Coast Civic Center
May 16, 2022	Board Executive Committee Meeting	4:00 p.m.	McGee Boardroom

* Denotes Action Item

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



BOARD OF TRUSTEES

MINUTES OF MEETING

APRIL 12, 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 April 12, 2022, at the Historic Camp Glenn / Foundation Building on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mrs. Melodie Darden, Chair (In-Person)	Mrs. Rosa Langston (In-Person)
Mr. Michael Curtis (In-Person)	Mrs. Dee Meshaw (In-Person)
Mrs. Mary Charles Jenkins (In-Person)	Mrs. Catherine Parker (In-Person)
Mr. Bill Henderson (In-Person)	Mr. Doug Starcke (Zoom)
Dr. Wrenn Johnson (In-Person)	Dr. Matt Zettl (In-Person)
Mrs. June Fulcher, Vice Chair (Zoom)	

Trustees Absent

Mr. Robin Comer

Student Government Association Present

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

Administration Present

Dr. Tracy Mancini	President (In-Person)
Mr. Matt Banko	Vice President, Finance and Administrative Services (In-Person)
Ms. Jo Ann Cannon	Executive Director, President's Office / Assistant Secretary to the Board (In-Person)
Ms. Logan Okun	Director, Marketing and Public Information (In-Person)
Ms. Brenda Reash	Executive Director, Foundation (In-Person)
Mr. Steve Sparks	Vice President, Operations and Facilities (In-Person)

Administration Absent

Dr. Maggie Brown	Vice President, Instruction and Student Support
Mr. Perry Harker	Vice President, Corporate and Community Education

College Report Employees Present

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

College Report Employees Absent

Mrs. Bianca Abell	Chair, Staff Executive Committee
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Guests Present

Ms. Sarah Bennett	Student, Radiography Program (In-Person)
Mrs. Stephanie Brown	Carteret County Master Gardener's Association (In-Person)
Mrs. Cheryl Burke	Reporter for Carteret News-Times (In-Person)

Mr. Jeff Buchanan	President, Carteret County Homebuilders Association (In-Person)
Mrs. Pam Doster	Carteret County Master Gardner Association (In-Person)
Ms. Jennifer Lewis	Executive Director, Carteret County Homebuilders Association (In-Person)
Mrs. Elaine Postawa	Chair, Radiography Program (In-Person)
Mr. Lewis Stroud	Dean, Student Services (In-Person)
Mrs. Nancy Van Doren	Registrar, Corporate and Community Education (In-Person)
Mr. Jonathan Tyndall	Director, Institutional Effectiveness (In-Person)
Mrs. Bena Weires	NCWorks Career Coach/SkillUSA Coordinator (In-Person)

A. Ethics Reminder

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

FOUNDATION CHECK PRESENTATION

A. Carteret County Master Gardener Volunteer Association Scholarship

Chair Melodie Darden said the Carteret County Master Gardener Volunteer Association has established an annual scholarship for students in the Horticulture Program. Students who maintain a 3.0 GPA, who are residents of Carteret County, and who are enrolled in at least part-time are eligible to receive the \$1,000 scholarship.

Chair Darden said the Carteret County Master Gardener Volunteers is a 501(c)(3) non-profit organization supporting Carteret County. The association recognizes the value of higher education and the potential of students to contribute to the promotion of horticulture.

Chair Darden introduced Mrs. Stephanie Brown and Mrs. Pam Doser, who are volunteers for the association. Mrs. Brown and Mrs. Doser presented a check for \$1,000 to be used for students in the Horticulture Technology program.

B. Carteret County Home Builders Association – SkillsUSA

Mrs. Bena Weires introduced Mr. Jeff Buchanan, president of the Home Builders Association and Mrs. Jennifer Lewis, the Executive Director of the Home Builders Association. Mrs. Weires Carteret CC is extremely grateful to the Carteret County Home Builders Association for their continuing support for the College.

Mrs. Weires said the association has partnered with Carteret CC for several years to sponsor Construction Trades Day in the fall. On that day, the College brings students from all Carteret County public high schools and the College's adult high school program to showcase the construction trades, including welding, HVAC, carpentry, building maintenance, and masonry. She said the Home Builders Association and its members provide financial support, so that each participant receives a Construction Trades Day tee shirt and lunch. Mrs. Weires said members attending on the day, speaking to students and hosting students on construction work sites throughout the county. She said students are also able to meet and talk to future employers.

Mrs. Weires said the Home Builders Association has also agreed to financially support Carteret CC's SkillsUSA program this year by purchasing official uniforms for students competing in the skilled trades. (Mr. Jeff Buchanan and Mrs. Jennifer Lewis presented a check for \$500 to be used for SkillsUSA uniforms.) Mrs. Weires said students are required to wear plain khaki pants and a shirt with the SkillsUSA logo. Chair Darden said judges can focus on the skills the students are showcasing when they all wear the uniforms.

STUDENT RECOGNITIONS

Chair Melodie Darden introduced Mrs. Elaine Postawa, chair of the Radiography program. Mrs. Postawa introduced Radiography student Ms. Sarah Bennett, a senior in the Radiography program, who shadowed professionals at CarolinaEast's Cath Lab as a part of the program.

Ms. Bennett told the Board the CarolinaEast Cath Lab had a transferred STEMI (ST Elevation Myocardial Infarction) patient sent to them from an outside facility. She said this case started out as a typical emergency case. Ms. Bennett said the patient began to decline rapidly as a vessel began dissecting and quickly turned into a full blown code event. CPR was initiated, with the surgical team being consulted. She said the lab filled with extra personnel, and since this was a time-sensitive case, they decided the best thing for the patient would be ECMO (extracorporeal membrane oxygenation) immediately. ECMO had not ever been done in the majority of CarolinaEast's employees' experience and is typically only performed in the Operating Room.

Ms. Bennett said not only did she get to experience this event, she had the opportunity to assist. Ms. Bennett was asked to stay back with the recording technician to observe. She said she began recording what everyone said in the room, which included different drugs that were being given to the patient as well as anesthesia. Ms. Bennett gave the recording technician the notes she had taken and informed the technician that she was not sure what those medications were or if she spelled them correctly.

She said, in the end, the situation for the patient was positive and is improving.

Mrs. Postawa said the staff were shocked at Ms. Bennett's efforts, especially as it was only her first day shadowing in the Cath Lab. She said the staff wanted to take the time to compliment Ms. Bennett because she displayed real awareness of the situation and tried to be the biggest help she could. As a senior radiography student in her program, Ms. Bennett had gone above and beyond that day. Mrs. Postawa said Ms. Bennett is one of the best students she has had in all her years of teaching.

Finally, Dr. Mancini praised Mrs. Postawa for her instruction with students. She also acknowledged Ms. Bennett's actions in the Cath Lab.

APPROVAL OF THE AMENDED AGENDA

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

Mrs. Rosa Langston made a motion to approve the April 12, 2022, agenda as presented. Dr. Matt Zettl seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF THE MINUTES

Chair Melodie Darden presented the March 8, 2022, minutes for approval by the Board.

Mrs. Dee Meshaw made a motion to approve the March 8, 2022, minutes as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Melodie Darden recognized Trustee June Fulcher as attending this meeting via Zoom.

Chair Melodie Darden thanked the trustees for completing the presidential evaluation. She said the results will be reviewed in the Closed Session at this meeting.

She thanked Dr. Mancini for her strength in forming relationships and partnerships. Chair Darden mentioned sharing a table at the last Escoffier Dinner on March 29 with a delegation from Durham Technical Community College, which included President J.B. Buxton, Trustee Walter Newton, and the

Trustee Board Chair John Burness. She said Dr. Mancini gave the delegation a tour of the campus which shows her strength in forming relationships and her strong belief in collaboration.

Chair Darden announced that Trustee Jenkins agreed to serve on the Personnel and Policies Committee, and she will be replacing Trustee Michael Curtis, who will not be seeking reappointment at the end of his term on June 30. Trustee Jenkins was appointed at the April 6 Personnel and Policies Committee Meeting.

She said the Foundation's Sound Discoveries Lecture & Film Series on April 7 featured New York Times Best Selling Author Kristy Woodson Harvey. It was Ms. Woodson's first stop on her book tour in Carteret County to promote the release of her new novel, *The Wedding Veil*.

Chair Darden suggested the trustees sign up to attend one of the Culinary Lunches before they end in May.

She thanked Trustees Langston and Johnson for attending the Women's History Month reception hosted by the Carteret County League of Women Voters on March 24, at which Dr. Mancini was the keynote speaker.

Chair Darden reported the following:

- The College Awards Ceremony is scheduled for May 12 at 6:00 p.m. at the Crystal Coast Civic Center.
- The College will hold its traditional Graduation for the first time since the COVID-19 pandemic. Graduation is scheduled for May 13 at 3:00 p.m. at the Crystal Coast Civic Center.
- The Foundation's "Celebration on the Sound" is scheduled for the weekend of May 12-15.

She reminded the trustees that their annual SEI (Statement of Economic Interest) must be completed by April 15. Chair Darden reminded the trustees that failure to complete the SEI could result in a fine and removal from the Board.

Finally, Chair Darden formally recognized Trustee Michael Curtis, who will not seek reappointment on the Board after his term ends on June 30. She presented a certificate to him and read the wording contained within. She thanked Trustee Curtis for his dedication and loyalty to the Board for the past eight years.

Trustee Curtis also spoke about his experiences and pleasure serving on the Board. He said one of his proudest accomplishments was the hiring of Dr. Tracy Mancini as president.

NEW EMPLOYEES

Since Mr. Perry Harker was not in attendance, Dr. Tracy Mancini introduced Mrs. Nancy Van Doren, who is the new registrar for Corporate and Community Education. Mrs. Van Dorn said she is delighted to serve in this new position.

Since Dr. Maggie Brown was not in attendance, Dr. Mancini also introduced Mr. Lewis Stroud, the new Dean of Student Services, whose career information was in meeting packet.

PRESENTATION

A. 2022-2055 Strategic Plan

Dr. Tracy Mancini reviewed the plan, which was included in the meeting packet, stating the College started the strategic planning process in June 2021 with College employees and facilitators from the Belk Center. Over the past ten months, the process has involved students, faculty, staff, adjunct instructors, program lay advisory members, the Foundation Board of Directors, the Board of Trustees, industry partners, and Carteret County school system partners. The feedback gathered was incorporated into the current Strategic Plan. Dr. Mancini reminded the trustees of their approval of the College Mission Statement in November 2021, which is also a part of the Strategic Plan.

She said the College is currently developing the Strategic Plan outcomes and asked Mr. Jonathan Tyndall to explain that process. Mr. Tyndall said the target goal for completion is May 31, for review in June, and implementation in 2022-2023.

Dr. Mancini said the College will review the strategic plan regularly, just as they do the Master Facilities Plan.

Trustee Michael Curtis made a motion to approve the 2022-2025 Strategic Plan. Trustee Matt Zettl seconded the motion. Without further discussion, the motion was approved unanimously by voice vote.

- B. Dr. Tracy Mancini introduced Mr. Jonathan Tyndall, who gave an overview of the EMSI Labor Market Study, which was included in the meeting packet.

COMMITTEE REPORTS AND UPCOMING MEETINGS

A. Joint Buildings and Grounds and Finance Committee

Trustee Dee Meshaw reported the joint committees met on March 23, 2022, to discuss Phase 3 (final phase) of the Salary Study. She said the Finance Committee would like to recommend approval to move forward with implementing Phase 3 of the Salary Study Plan.

Trustee Meshaw gave the trustees a brief overview of the three phases of the Salary Study Plan, which they approved in 2019. She explained the final phase (Phase 3) will cost \$81,736 and includes salaries and benefits to those faculty and staff who qualify for the final phase.

Trustees discussed possibilities of raising salaries for faculty, such as a county supplement.

Mr. Matt Banko informed the Board that the final phase will rank Carteret CC at 44 of the 58 community colleges for salaries.

Mr. Banko then gave an overview of the items discussed at the March 23, 2022, joint committee meeting.

A motion comes from the Finance Committee to implement the third and final phase of the Salary Study Plan. Without further discussion, the motion passed unanimously by voice vote.

- B. Trustee Matt Zettl reported the Personnel and Policies committee met on April 6, 2022, to review and complete Section 3 of the Board Policies. He also reported the final policies, Section 4, will complete the Board policy manual. The manual will be completed in early May. Trustee Zettl said he will not be in attendance at the May Board meeting, so the committee has decided to present the Board Policy Manual at the June Board meeting. He said the manual will be emailed to trustees before the June meeting for review

OTHER REPORTS

A. Foundation Liaison Report

Trustee Zettl reported that on April 7, 2022, the Foundation held the Kristy Woodson Harvey event for *The Wedding Veil* and there were 80 attendees.

B. President and Executive Leadership Council Reports

Dr. Mancini said April is Community College Mont, a month-long celebration of community colleges. She shared a radio story about Michael Meyer's book *Benjamin Franklin's Last Bet*, which tells how Franklin's last will and testament was an investment in apprenticeships and technical education. Dr. Mancini will share the link with the trustees later this week.

She reminded the trustees that the College's "Celebration on the Sound" will take place the weekend of May 13-15, 2022, and is the first large scale event the College and Foundation have hosted.

Dr. Mancini thanked the trustees for approving the third and final stage of the Salary Study Plan.

Finally, Dr. Mancini thanked Trustee Michael Curtis for his ideas, motivation, loyalty, and service to the Board of Trustees and the College during his eight-year term.

C. Student Government Association

Mr. Orlando Hernandez, vice chair, reported on activities by the Student Government Association. His report was included in the meeting packet. He also briefly described his experiences at Carteret CC.

OLD BUSINESS

There was no Old Business for discussion.

NEW BUSINESS

A. Charge: Board Self-Assessment

Chair Darden charged the trustees with completing the Board Self-Assessment. The deadline date for completion is April 25, 2022. She informed the trustees that Ms. Jo Ann Cannon will send the link to the self-assessment survey by April 15.

B. Adverse Weather and Catastrophic Events Policy (First Reading)

Chair Darden presented the above mentioned policy to the Board for their first reading. She said the Board will vote on this policy at their May meeting.

Mr. Matt Banko gave a brief overview of the policy.

CLOSED SESSION (Pursuant To N.C. Gen. Stat. §143-318.11(a)1, (5) and (6))

C. Personnel Matter

Mrs. Mary Charles Jenkins made a motion to move into Closed Session pursuant to N.C. Gen. Stat. §143-318.11(a)(1), (5) and (6). Mrs. Rosa Langston 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 6:20 p.m.

Discussion ensued regarding N.C. Gen. Stat. §143-318.11(a)(1), (5) and (6).

Trustee Dee Meshaw made a motion to move out of Closed Session. Trustee Michael Curtis seconded the motion. Without further discussion, the Board came out of Closed Session at 7:10 p.m.

ACTION TAKEN FROM CLOSED SESSION

Dr. Matt Zettl made a motion to approve the following:

- 1. The president's contract revisions (red-lined) that address primarily issues of salary as it relates to state salary, county supplement, and terms of the contract which are amended July 1, 2022 to June 30, 2027.**
- 2. Completion of the president's annual evaluation.**

3. Giving the president a one-time performance bonus in the amount of \$8,000.

Mrs. Dee Meshaw seconded the motion. Without further discussion, the motion passed by voice vote.

BOARD COMMENTS

Trustee Bill Henderson said it has been a pleasure to serve with Trustee Michael Curtis for the past eight years. Trustees Rosa Langston, Mary Charles Jenkins, Catherine Parker and Dr. Matt Zetl agreed with Trustee Henderson.

Trustee Michael Curtis thanked the trustees for their comments. He said he is very proud to have been a part of the hiring of Dr. Tracy Mancini. Trustee Curtis told SGA vice president Orlando Hernandez to pursue his dreams in education.

ADJOURNMENT

There being no further business to come before the Board, Mr. Michael Curtis made a motion to adjourn the meeting at 7:20 p.m. Dr. Matt Zetl 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



TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: May 5, 2022
SUBJECT: President's Report for May 10, 2022, Board of Trustees Meeting

Friday, May 13, will mark the College's **58th Commencement Ceremony**. This year, we are all delighted to return to some of our time-honored traditions, including a separate **Awards Night** on Thursday, May 12. We expect 185 students to walk in graduation, one of the largest ceremonies at the College in many years. Attached you will find a list of this year's award recipients. If you know any of these students or their families, please feel free to reach out with a note of congratulations. Please let Jo Ann Cannon know if you intend to participate in our commencement ceremony.

Among the 2022 credential earners are **30 MaST seniors and juniors**. Twenty-five seniors will graduate with a total of 11 Associate in Arts degrees, 6 Associate in Science degrees, and 11 certificates. Five juniors will graduate with a total of 2 Associate in Arts degrees and 4 certificates. We are excited to have hosted the seniors' prom at the Hospitality and Culinary Arts Center in April.

This month, SmartAsset released its [Best Community Colleges in America – 2022](#) report, ranking 801 schools based on student-to-faculty ratio, graduation and transfer rates, and the cost of tuition and fees. North Carolina was well represented in the top 10, taking spots No. 1, 2, 5, 7, 8, 9 and 10. **Carteret Community College took the #2 spot** after landing at #3 in 2021 and #4 in 2020! Our strong results are a testimony to the efforts of faculty and staff to *"serve and empower our students and coastal community."*

The College hosted its first-ever (as far as anyone can recall!) **Retiree Luncheon** on Thursday, May 5, at the Hospitality and Culinary Arts Center, with lunches furnished by our second-year Culinary and Baking & Pastry Arts programs. More than 30 retirees gathered for College updates and visits with Trustees and the Executive Leadership Team, including Dr. Donald Bryant, 2nd President of Carteret CC. We plan to host a retiree luncheon annually.

The College's **Sound Bytes** podcast featuring **Representative Pat McElraft** aired on May 2. We appreciate Rep. McElraft and Sen. Norman Sanderson for their steadfast support of education and community colleges in North Carolina.

Fourteen students, including five MaST students, completed at the State **SkillsUSA** competition. **Five of our participants took first place** and will represent Carteret CC at Nationals in Atlanta in June.

Between December 2021 and April 2022, **146 (93%)** of Carteret CC's permanent faculty and staff completed 12 hours of **Crucial Conversations training**. HR Director Amanda Bryant conducted all of the training. She cites the following definition: "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."



2022 AWARD INFORMATION

AWARD	STUDENT NAME
Academic Excellence	Amanda S. Siggler
Associate Degree Nursing Outstanding Student	Amanda S. Siggler
Associate in Arts Outstanding Student	Daniella M. Wexler
Associate in Engineering Outstanding Student	Matthew K. Pfaff
Associate in Science Outstanding Student	Samantha M. Ibrahim
Baking & Pastry Arts Student of the Year	Britney E. Nelson
Biology Outstanding Student	Norah L. Patterson
Business Administration Outstanding Student	Jessica L. Shirley
Carteret Community College Foundation High School Equivalency Award	Jeremiah L. Davis
Culinary Arts Outstanding Student	Tristan T. Mathis
Dallas Herring Achievement Award Nomination	Orlando A. Hernandez
Emergency Medical Science Exemplary Student	Shelby A. Freeman
Governor Robert Scott Leadership Nomination	Claire E. Braxton
Hospitality Management Outstanding Student	Megan E. Spalding
Human Services Exceptional Student	Laura R. Hester
Information Technology Outstanding Student	Curtis I. Gillikin
Office Technologies Outstanding Student	Maureen A. Williams
Parker Mathematics Scholarship Endowment	Orlando A. Hernandez
Photographic Technology Student of the Year	Haley C. Williams
Radiography Outstanding Student	Manan M. Patel
Outstanding Respiratory Therapy Student Award By Carteret Healthcare in Memory of Marlene Schoden	Ashley M. Mark
Welding Technology Outstanding Student	Edward S. Johnson
Workforce Innovation & Opportunity Act (WIOA) Youth Grant Recipient	Jeremiah L. Davis
Workforce Innovation & Opportunity Act (WIOA) Adult Grant Recipient	Joseph B. Burke
Workforce Innovation & Opportunity Act (WIOA) Dislocated Worker Grant Recipient	Chance K. Rosencrantz

AWARD	FACULTY / STAFF NAME
A+ in Teaching	Lacy G. Salter
Excellence in Teaching	Christine C. Turner
Meritorious Service (Faculty)	Vonda R. Godette
Meritorious Service (Staff)	Kyle A. McMilleon
Staff Person of the Year	Allison D. Daniel



TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 5/2/2022
SUBJECT: Corporate and Community Education Board Report

The Basic Skills Department started an English as a Second Language class at Newport Elementary School last month. The class meets in the evenings two days per week. Recruitment and enrollment have been particularly good for this class.

Working with the Inlet Inn in Beaufort, we have scheduled a customized hotel and hospitality English as a Second Language class for their employees. This class is scheduled on-site and the class will be offered from 8-9:30 am on Wednesdays, Thursdays, and Fridays. The employer is paying their staff while attending this class with the purpose of improving their English language skills (written and spoken).

Basic Skills Graduation is scheduled for Wednesday, May 11. The event will begin at 3 pm in the Crystal Coast Civic Center. The commencement speaker this year will be Dr. Tracy Mancini.

We held a pinning ceremony for students completing our Massage Therapy I and II classes. All enrolled students completed the certification testing and are prepared to work in the field.

We partnered with Trillium Health Services to offer Crisis Intervention Training to local law enforcement officers.

The college had a booth at the Carteret Chamber of Commerce's Business Expo. We were able to market the various training programs at the college.

We have scheduled the Boat Building Academy to begin the summer semester. This class will focus on Marine Electrical 12V DC training.

The one-day Local Waters class we offer in partnership with Sea Tow Crystal Coast resulted in over one hundred plus students registering. We have had to add several sessions to meet this demand.

Held graduation and pinning ceremony for students completing the Nursing Assistant I and II classes. Many of the graduates indicated that they will be enrolling in additionally allied health programs, while many had already obtained employment offers.

We have partnered with Carteret Health Care to assist with the recruitment of students completing Phlebotomy, Pharmacy Technician, and Sterile Processing classes. Staff from Carteret Health Care visited these classes and presented employment opportunities at the hospital.

We have scheduled two summer camps for middle school students. Camp 911 will allow campers to learn about careers in law enforcement, Emergency Medical technicians, and firefighters. Entrepreneur camp will allow students to explore business ownership.

The WIOA program participated in the county-wide job fair that hosted over fifty employers. The college also hosted a booth that highlighted the various training programs available at the college.

Participated and showcased our CDL program in the Steer Your Career program hosted by Carteret County Schools with the college's 18-wheeler at the old KMART parking lot on 4/26/22/. Approximately 550 Carteret County Middle School students participated.



TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 05/02/22
SUBJECT: Board of Trustee 05/10/2022 Meeting

- Curriculum Seats Enrolled in Courses Snapshot: Current as of 5/02/22 Summer '22, 887; Summer '21 Day 1, 1,042; Summer '20 Day 1, 1,075
Current as of 5/02/22 Fall '22, 1758; Fall '21, Day 1, 5038; Fall '20, Day 1, 3918
- Student Funding Updates:
Along with LongLeaf Complete, LongLeaf Commitment, Free Carteret CC CCP (Dual High School/College) Summer '22 and Fall '22, and Scholarships for 2022-2023 as previously reported, the College has two additional student funding opportunities:
 - The NC Community College Summer Accelerator Grant for Summer '22 in the amount of \$23,000.
 - Carteret CC has set aside \$200,000 in leftover federal allocations for tuition and fee assistance for students for the Fall '22 semester.
 Campaigns for these additional assistance funds are underway. By using all federal, state, and scholarship aid first, we hope to extend the additional assistance funding to as many students as possible.
- Carteret CC's Technical Education students excelled at the State SkillsUSA competitions in April. 14 of our students placed in their competitions. The 5 First Place winners will be competing at the National Competition in Atlanta this summer.
- The Faculty Executive Committee has chosen their teaching awardees for the 2021-2022 academic year. The Excellence in Teaching Award for full time faculty went to Christine Turner, Chair of Emergency Medical Science. The A+ in Teaching Award for adjunct instructor went to our very dedicated and valued adjunct instructor Lacy Salter.
- The Emergency Medical Science CoAEMSP accreditation site visit concluded at the end of April. Our program sailed through the process with no significant findings. We recognize the Dean of Health Science, Laurie Freshwater, and the Chair of EMS, Christine Turner for their excellent leadership of the program. The site evaluators reported that our community EMS leaders enjoy working with our program, hold it in high regard, and are pleased with the skills of our students.
- Our own Ed Ladenburger, Director of Instructional Support and Distance Learning has been nominated to be the NC3ADL Eastern Region Vice President. NC3ADL is an education agency that facilitates communication among distance learning administrators, support staff, and faculty throughout the North Carolina Community College System (NCCCS)
- Our Spring semester ends on May 10th, and graduation will be on May 13th. Currently 185 graduates are planning to walk in our back-to-traditional ceremony. This will be one of the largest graduation ceremonies Carteret CC has had in many years.



TO: Carteret Community College Board of Trustees
FROM: Matt Banko, Vice President of Finance & Administrative Services
DATE: May 3, 2022
SUBJECT: Board of Trustee May 10, 2022 Meeting

Financial Services

Bank Reconciliation Status Report											
	CORE BANKING				BB&T				FIRST CITIZENS		
	State Funds				Institutional Funds				County Funds		
	Received	Reconciled	Balance		Received	Reconciled	Balance		Received	Reconciled	Balance
Jul-21	08/02/21	08/09/21	\$ 354,715.51	08/02/21	08/09/21	\$ 482,019.10	08/02/21	08/09/21	\$ 714,706.49		
Aug-21	09/01/21	09/07/21	\$ 518,675.57	09/01/21	09/07/21	\$ 1,173,647.36	09/01/21	09/03/21	\$ 443,277.82		
Sep-21	10/04/21	10/08/21	\$ 347,810.43	10/04/21	10/11/21	\$ 313,884.73	10/04/21	10/06/21	\$ 240,804.96		
Oct-21	11/01/21	11/03/21	\$ 419,833.88	11/01/21	11/03/21	\$ 256,570.92	11/01/21	11/03/21	\$ 751,390.81		
Nov-21	12/01/21	12/03/21	\$ 355,595.60	12/01/21	12/04/21	\$ 239,093.58	12/01/21	12/03/21	\$ 483,674.30		
Dec-21	01/03/22	01/10/22	\$ 333,214.30	01/03/22	01/12/22	\$ 788,267.27	01/03/22	01/10/22	\$ 302,110.00		
Jan-22	02/01/22	02/04/22	\$ 507,645.83	02/01/22	2/23/2022	\$ 386,006.01	02/01/22	02/04/22	\$ 662,485.29		
Feb-22	03/01/22	03/07/22	\$ 466,734.15	03/01/22	3/25/2022	\$ 257,902.24	03/01/22	03/07/22	\$ 318,020.27		
Mar-22	04/01/22	04/04/22	\$ 446,076.25	04/01/22	04/18/22	\$ 752,124.37	04/01/22	04/04/22	\$ 206,470.09		
Apr-22	05/02/22		\$ 827,939.29	05/02/22		\$ 3,276,425.80	05/02/22		\$ 482,886.07		

- The Institutional balance includes \$1.9M in directed State Capital Infrastructure Funds (SCIF) deposit received in April to be used for the Fire Tower and other capital improvements.

Emergency Preparedness and Security

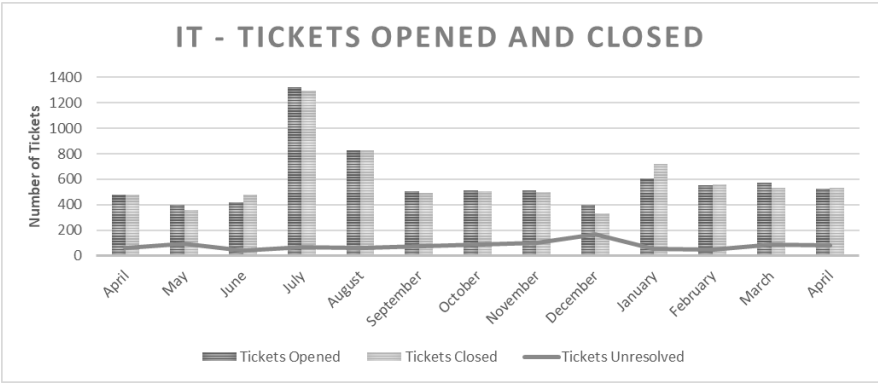
- Current and Recent Activity
 - Preparations for Celebration on the Sound with Law Enforcement, Fire, and Morehead City Council
 - Provided orientations for Adult High School, High School Equivalence
 - Participated in law enforcement and general professional development
 - Continued updates to Emergency Operating Plan
 - Elected Vice President of Association of Community College Safety and Security Officers
 - Law Enforcement and Security Officer professional development in April

Campus Information Technology

- Current Projects
 - Testing virtual desktop infrastructure (VDI) in classrooms
 - Moving Helpdesk ticketing system into the cloud (summer project)
 - Working on backup strategies for cloud and on prem servers to help with disaster recovery
 - Setting up 2 additional laptop carts for BLET and Horticulture programs
 - Office moves to accommodate *one-door* initiative
 - Upgrading old virtual servers
 - Preparing for ADVANSYS deployment (Workforce Development registration system)
 - Rural Broadband Project – Onsite scheduled for September/October for assessment



- Table below is a summary of tickets processed through April 30:



Expenditure Update

- State expenses are at expected levels with and projected to carry forward funds into FY 2023
 - Additional \$23,520 has been posted to our budget for recruitment and retention for Tier 1A and 1B programs
 - Will be receiving a \$20,000 allocation for Short Term Workforce Development Grants in May
 - Will be receiving a \$23,022 allocation for a Summer Accelerator Grant in May
 - Will be receiving a \$13,000 allocation related to Moodle Hosting Services in May
- County operating funds are at expected levels
- Over \$5.1 M of financial aid has been awarded to students including an Emergency Relief Payment in April to all Curriculum students and Workforce Development students enrolled in a 96+ hour program
- The table below summarizes actual to budget amounts for State, County and Institutional Funds by purpose

State				
	Annual Budget	Y-T-D Actual	% of Budget	
1XX Institutional Support	\$ 3,057,340	\$ 2,410,347	78.8%	
2XX Curriculum Instruction	6,405,765	5,313,448	82.9%	
3XX Continuing Education	1,662,580	1,368,315	82.3%	
4XX Academic Support	1,073,871	872,636	81.3%	
5XX Student Support	1,295,497	904,961	69.9%	
9XX Equipment/Capital	525,261	156,777	29.8%	
Totals:	\$ 14,020,314	\$ 11,026,484	78.6%	

County				
	Annual Budget	Y-T-D Actual	% of Budget	
1XX Institutional Support	\$ 353,205	\$ 288,851	81.8%	
6XX Plant Operations & Maintenance	2,421,795	1,947,971	80.4%	
9XX Capital Outlay	1,199,900	342,732	28.6%	
Totals:	\$ 3,974,900	\$ 2,579,554	64.9%	

Institutional				
	Annual Budget	Y-T-D Actual	% of Budget	
1XX Institutional Support	\$ 1,700,000	\$ 1,399,414	82%	
2XX Curriculum	321,335	282,004	88%	
3XX Continuing Education	214,640	162,675	76%	
4XX Academic Support	520,000	407,247	78%	
5XX Student Support	550,902	487,390	88%	
7XX Proprietary/Other		81,689	N/A	
8XX Student Aid	6,010,050	5,140,875	86%	
9XX Capital Outlay	818,500	785,054	96%	
Totals:	\$ 10,135,427	\$ 8,746,348	86.3%	

CARTERET

COMMUNITY COLLEGE State




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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 April 30, 2022)	\$2,426,181	\$2,126,843	\$242,415	\$263,475
Remaining Funds	\$29,226	\$1,045,461	\$0	\$220,986



TO: Carteret Community College Board of Trustees
FROM: Steve Sparks, Vice President, Operations and Facilities
DATE: April 26, 2022
SUBJECT: Board of Trustee May 10, 2022 Meeting Date

- Primus Structures Inc. was awarded the contract out of three companies that submitted a bid. The first pre-construction meeting was held April 25. Submittals from the contractor and sub-contractors are being gathered for approval. Demolition will begin soon.

The survey with range location and other necessary infrastructure is anticipated to be ready for the June B&G meeting.

- The Civic Center elevator mechanical renewal is scheduled for May 16. The cab upfit will be scheduled for the end of June.
- Phase II of the walking trail is complete. Arendell Engineers are working on the design and price for phase III.
- The stormwater permit application to combine most all of our permits has been stalled. The concrete sidewalk permit modification request has been added to the combination permit request. Efforts are underway to seek permission to pour the trail concrete when the forms have been placed. The effort to combine our permits will grant us approximately 70,000 Sq. Ft. of impervious credit to use in the future.
- Routine and Preventative Maintenance is ongoing.



TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: May 3, 2022
SUBJECT: Board of Trustee May 10, 2022 Meeting
Date

Capital Campaign – To-date \$4,174,931 has been raised/pledged.
To-date Event Fundraising and Donation & Resale Program revenue for this fiscal year is: \$353,708.44;
97.6% of total year budget goal.

Annual Fund Participation

- Employees – 82%
- Board of Trustees – 67%
- Board of Directors – 29%

Community Relationship and Current Activities:

Hosted two separate donors at the last two Culinary lunches; one lunch included Foundation Board Chair Daniel Fischler.

Foundation's Finance Committee met to review the 2022-2023 Fiscal Year budget, the full board will approve at the May meeting.

Foundation's Development Committee met in April to support continued planning for the upcoming major events (Celebration on the Sound, Fishing Tournament, and Summer Soiree dinner series).

Foundation's Governance Committee met in April to review the 2022-2023 Slate of Officers.

Reviewing potential Scholarship Award Management Software with Financial Aid.

Met with two potential new board members separately to review roles and responsibilities as a Foundation Board member.

2022 EVENT HIGHLIGHTS

- On April 7th, the Foundation held its April lecture of the Sound Discoveries Lecture & Film Series with New York Times Best Selling Author Kristy Woodson Harvey. The event was Kristy's first stop on her book tour in Carteret County promoting the release of her new novel "The Wedding Veil". 80 people were in attendance.

UPCOMING EVENTS

Sound Discoveries: A Lecture & Film Series

May Film – Tod@s Caen

Thursday, May 5th
Joslyn Hall; 6:30pm

Celebration on the Sound

Thursday, May 12th – Sunday, May 15th

Festival featuring concerts by Parmalee & Randy Houser, a carnival, local vendors, community stage and fireworks. For tickets and information, visit www.celebrationonthesound.com

15th Annual Spanish Mackerel & Dolphin Fishing Tournament July 9th – July 16th

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

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: May 2, 2022
SUBJECT: Board of Trustee May 2022 Meeting

Recruiting/Hiring*

Position	Replacing	StatusRepo
Chair, Public Services Technology	Susan McIntyre	Interviews scheduled 5/13
Event & Sponsorship Coordinator	Kellie Alexander (5/6)	Dee Smith DOH 5/10
Admissions Specialist	Laureel Butler	Toby Finizio DOH 5/16
Coordinator, Business & Industry	Betsy DeCampo	2 nd Intv w/Dr. Mancini 4/27; offer pending
Landscape Maintenance Supervisor	Heather Tart	On hold; using contractor
Student Life Coordinator	Mary-Lynn Perricone	Internal: Kristian Jenkins DOH 5/2/22
Custodian	New	Reposted; closing 5/3
Office Manage, TRiO	Nancy Van Doren	Scheduling interviews as of 5/2
Art Instructor	David Nateman	Interviews 4/29; referrals for 2 nd interview pending
Landscape Maintenance Tech	Greg Brown	On hold; using contractor

*Excludes Adjunct part-time, temporary job postings

Historical Data:

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

Employee Headcount and Turnover

March Headcount		March Turnover	YTD FY22 Turnover	Turnover Rate
F/T Perm Faculty	62	0.62%	13.91%	FY21: 13.35%
F/T Perm Staff	96			FY20: 8.48%
P/T Perm Faculty	2			FY19: 10.66%
P/T Perm Staff	2			FY18: 6.49%
Total Perm	162			FY17: 10.98%
Total Payroll	334			

Recent Employee Departures

Position	Name	Date
Landscape Maintenance Technician	Greg Brown	4/13/22

Additional Item:

Crucial Conversations Training Update: 93% of permanent workforce has completed the training (146).
 “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: Caz Chambers, Chair, Faculty Executive Committee
DATE: May 2, 2022
SUBJECT: Board of Trustee May 10, 2022 Meeting

- Carteret Community College (CCC) Faculty Executive Committee (FEC) is pleased to report that after requesting the return of two major pieces of software: Respondus Lockdown Browser and Monitor; and Turnitin, there is a light at the end of the tunnel. The Vice President of Instruction and Student Support Dr. Maggie Brown, has been supportive of the return of these bits of software, having experienced herself, the drawbacks of one replacement software being used currently. Both Respondus and Turnitin are crucial and valid to the integrity and reliability of our courses and students' performances, especially in this period of the ever-growing number of online courses being offered here at CCC. Our Vice President of Finance is working to find a way to fulfil this need amidst financial constraints. FEC hopes these pieces of software will be in place for the upcoming fall semester.
- FEC in collaboration with the CCC Student Government Association (SGA) will be making a concerted effort to further study how we at CCC do our recycling, thus impacting the recycling process in the wider community. The CCC Recycling Club is in its infancy and is being paused as we await the seating of our new Director of the SGA, so we can continue this worthwhile effort, which was first brought to mind by the past SGA Director.
- FEC reports that there is a plan afoot to have our Physics instructor Jim Eisenmann join with other participants in hosting this year's summer camps. Jim will introduce and host a Physics/Science camp, in an effort to generate interest in higher level Physics courses and the Associate in Engineering program here at CCC. Instructor Phil Morris will host a Biology camp; Chef Randy Sweat will host the Culinary Arts camp and Instructor Patrick Dineley will host a 3-D Modeling and Printing camp. All these camps promise to be educational and fun, ultimately generating the interest of the youth in our community, while showcasing what we do here at CCC.
- FEC is further, very pleased and grateful, that our Board of Trustees (BOT) had approved the salary study previously commissioned and are keeping an eye on how faculty are being impacted by the resulting adjustments to remunerations.
- Based on that study, and the implementation of Phase 3 salary adjustments, Carteret CC is now poised at 44th out of our great 58 in terms of faculty salaries. Albeit not all faculty was impacted by this study and cost of living adjustments have not kept up with current inflation rates in most cases. It is noteworthy that our BOT is aware, as mentioned at the last BOT meeting, that there are some community colleges, whose faculty are offered supplemental salaries by their counties. This is instrumental, not only in attracting, but retaining competent instructors. Supplemental salaries could ultimately minimize the number of our faculty members who continuously seek secondary employment, in order to supplement their salary made from fulltime employment; in order to combat inflation and cost of living.



TO: Carteret Community College Board of Trustees
FROM: Bianca Abell, SEC – Staff Executive Committee Chair
DATE: April 25th, 2022
SUBJECT: Board of Trustee 13th Meeting

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

Chair - Bianca Abell, Secretary - Devon Willis

On Thursday, April 7th, the SEC—Staff Executive Committee—held its seventh meeting for the 2021-2022 fiscal year. Nine committee members and three guests met in Joslyn Hall and on Zoom. At the meeting:

- The SEC announced the recipient of the 2022 Staff Person of the Year Award, Allison Daniel, Director for Counseling, Disability Services, and Retention.
- Area reports were given, including important information and updates from many departments around campus, and Dean Lewis Stroud introduced himself to the committee and guests.
- An ad-hoc committee for the annual Faculty Appreciation event was formed.
- Members were asked to submit ideas for graduation keynote speakers to Chair, Bianca Abell.
- The idea of a Moodle page or Microsoft Teams group was mentioned and is being explored for ease communication and document sharing between committee members.

The next Staff Executive Committee meeting will be held on May 26th, 2022.



Carteret Community College Board of Trustees

Policy Proposal: New Policy Revise Existing Policy

Adverse Weather **and Catastrophic Events** Policy

Responsible Division: Finance and Administrative Services

Citation: NA

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

EFFECTIVE IMMEDIATELY

In the case of inclement weather and emergencies **or other catastrophic events**, the final decision to close the College will rest with the President.

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

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

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