



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, May 10, 2023, at 9:00 AM, Henry J. McGee Boardroom**

AGENDA			
I.	*	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.		FOUNDATION CHECK PRESENTATION A. Benchmark Auto Technology Scholarship	Chair Darden Mr. Ryan Segrave
III.	*	APPROVAL OF AGENDA	Chair Darden
IV.	*	APPROVAL OF MINUTES (April 12, 2023 Attachment 1 ; April 5, 2023 Personnel, Policies, & Bylaws Attachment 2 ; April 18, 2023 Nominations Attachment 3)	Chair Darden
V.		CHAIR REPORT	Chair Darden
VI.		NEW EMPLOYEES A. Sherrie Brake B. Donna Scriven C. Melanie Boudreau	Chair Darden Mr. Matt Banko Dr. Maggie Brown
VII.		NEW BUSINESS A. Board Self-Assessment Reminder B. Review Mission Statement (Attachment 4)	Chair Darden Trustee Mary Charles Jenkins Chair Darden
VIII.		COMMITTEE REPORTS A. Nominations Committee (Recommendation of 2023-2024 Slate of Officers)	Chair Darden Trustee Wrenn Johnson
IX.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 5,6,7,8,9,10,11,12,13) C. Faculty Executive Committee Report	Chair Darden Trustee Jenkins Dr. Mancini Ms. Christine Turner
X.		BOARD COMMENTS	Chair Darden/Trustees
XI.		CLOSED SESSION in accordance to N.C. GS 143-318.11 (a) (6); approval of Closed Session Minutes (April 12, 2023)	Chair Darden
XII.	*	ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
May 10, 2023	Basic Skills Graduation	4:00 pm	Crystal Coast Civic Center
May 10, 2023	Respiratory Pinning	5:30 pm	Bryant Student Center
May 11, 2023	Awards Night	6:00 pm	Crystal Coast Civic Center
May 12, 2023	AD Nursing Pinning	10:30 am	Crystal Coast Civic Center
May 12, 2023	Graduation	4:00 pm	Crystal Coast Civic Center
May 13, 2023	Celebration on the Sound	6:00 pm	To purchase tickets, click here
June 5, 2023	Savour the Summer Soiree	6:00 pm	Hospitality & Culinary Arts Center

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

APRIL 12, 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 April 12, 2023, at the Henry J. McGee Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mrs. Melodie Darden, Chair
Dr. Wrenn Johnson, Vice Chair
Mr. Doug Brady (Zoom)
Mr. Bill Henderson
Mrs. Penny Hooper

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

Trustees Absent (Excused)

Mr. Robin Comer
Mrs. Dee Meshaw

Student Government Association Present

Ms. Barbara Patenaude, 2022-2023 SGA Vice President

Administration Present

Dr. Tracy Mancini	President
Mr. Perry Harker	Vice President, Corporate and Community Education
Dr. Maggie Brown	Vice President, Instruction and Student Support
Mr. Matt Banko	Vice President, Finance and Administrative Services
Mrs. Cindi Goodwin	Director, Operations and Facilities
Mrs. Amanda Bryant	Director, Human Resources
Ms. Brenda Reash	Executive Director, Foundation
Ms. Logan Okun	Director, Marketing and Public Information
Mrs. Laura Sullivan	Executive Assistant to the President

College Employees Present

Mrs. Bianca Abell	Chair, Staff Executive Committee
Mr. Richard Abell	Director, Security and Emergency Preparedness
Mr. Luther Curtis	Custodial Manager
Mr. Jeremy Thompson	Manager, Facilities Maintenance
Mr. John Petrelli	Custodial Staff
Mr. David Stone	Maintenance Staff
Mr. Ed Strong	Maintenance Staff

Guests Present

Mr. Kyle Reeves (Zoom)

NC Office of State Auditor

Mr. Andrew Beamon (Zoom)

NC Office of State Auditor

A. ETHICS REMINDER

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

FOUNDATION CHECK PRESENTATION

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

APPROVAL OF AGENDA

Chair Darden presented the April 12, 2023, agenda for approval.

Trustee Mary Charles Jenkins made a motion to amend the agenda to include an action item under the report from the Personnel, Policies, and Bylaws Committee. The motion was seconded by Trustee Rosa Langston. Without further discussion, the motion was approved by voice vote.

APPROVAL OF MINUTES

Chair Darden presented the March 7, 2023, Finance Committee minutes and the March 8, 2023, minutes for approval.

Trustee Jenkins made a motion to approve the minutes from March 8, 2023, and the March 7, 2023, Finance Committee minutes. The motion was seconded by Trustee Johnson. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Darden thanked the Board for increased participation in college and board events. Recently, five trustees traveled to Raleigh for the North Carolina Association of Community College Trustees Law/Legislative Seminar. The first day Trustee Comer and the College's delegation met with Senator Norman Sanderson and Representative Celeste Cairns to discuss legislative priorities. The next day Trustees Langston, Jenkins, Hooper, and Darden joined Trustee Comer and Dr. Mancini for lunch and a session on economic trends and legal issues impacting community colleges. Trustees Langston, Hooper, Jenkins, and Darden shared memorable takeaways from the seminar.

Chair Darden said that she, Trustee Henderson, and Dr. Mancini had met with neighbors of the Lockhart Street property. The meeting was positive. The neighbors thanked the College for the neighborly approach and were also grateful about being included in future communications about college activities.

Chair Darden re-emphasized that Culinary Lunches were the best value in town and encouraged the Trustees to go if they haven't been.

Chair Darden said there was great representation at the Scholarship Luncheon on April 4, 2023. Trustees Darden, Brady, Henderson, Langston, and Jenkins heard three inspirational student speakers. Also, attending was Trustee Emeritus Matt Zettl. She encouraged the Trustees to get a copy of the program and take time to read about the number of annual and endowed scholarships awarded to our students.

Chair Darden thanked the Trustees for 100% in Foundation annual giving and 100% completion of the President's Survey.

Chair Darden encouraged the Trustees to complete their Statement of Economic Interest by April 17, 2023.

Chair Darden said to save the date for two of the most important and meaningful dates of the year, Awards Night on May 11, 2023, and Graduation on May 12, 2023.

Chair Darden said the service for deceased Trustee David and Jamie Long was April 13, 2023, at 11:00 a.m. at Glad Tidings Church.

NEW EMPLOYEES

A. Cindi Goodwin, Director of Operations and Facilities

Dr. Tracy Mancini introduced Mrs. Cindi Goodwin. Mrs. Goodwin came to Carteret Community College from Randolph Community College where she was Director of Facility Operations for the past 16-1/2 years. Mrs. Goodwin told the Trustees a little about herself and said she was excited to be in Carteret County.

B. John Petrelli, Custodial Staff

Mr. Luther Curtis introduced Mr. John Petrelli. Mr. Petrelli said he was glad to be at Carteret Community College and how nice and helpful everyone is.

C. Mr. David Stone

Mr. Jeremy Thompson introduced Mr. David Stone. Mr. Stone is one of the maintenance technicians and came to Carteret CC from Gregory Poole and Carteret Health. He worked at Carteret CC previously at the boatyard and is glad to be back.

D. Mr. Ed Strong

Mr. Thompson introduced Mr. Strong and asked him to say a few words. Mr. Strong is a retired fire fighter with 30 years of service. Most recently, he worked with Wellons Enterprises.

PRESENTATIONS

A. Auditors

Mr. Matt Banko recognized Mr. Kyle Reeves and Mr. Andrew Beamon from the NC Office of the State Auditor. These gentlemen performed the June 30, 2022, audit for the College and have served on prior audits for the College. They went through highlights of the financial statements. They advised the Board that they performed procedures to make sure that taxpayers and other users of the financials can

rely on those financial statements. They found nothing that would need to be reported as a deficiency or problem. They looked over areas involving cash, capital assets, and salaries and benefits. They tested those balances to make sure the numbers that are being presented are accurate. The audit is done every other year, based on General Statute.

B. Security Update

Mr. Richard Abell, Director, Security and Emergency Preparedness, updated the Board on Security at the campus. Currently, Security has four full-time officers and three part-time officers. A security officer is present on campus as long as students are on campus. The Security staff conducts Safety Program Orientations for various programs such as ACA classes, Basic Skills, Radiography, Nursing Assistant Program, Cosmetology Program, and Esthetics.

Mr. Abell said when he started in 2013 he was tasked with implementing a radio system and video surveillance. The College now has a radio system all over campus, in every building and a state-of-the-art radio system that is digital. It allows us to communicate with the 911 Center and also with other Law Enforcement. The camera presence has grown from about 30 cameras to 114 cameras. The cameras initially were only inside and now are outside, too. The cameras have been a help to local Law Enforcement when accidents have happened on Arendell Street as well as helping us here on campus.

Mr. Abell presented up-to-date information on weather events. The College gets weather updates automatically especially if a storm or dangerous conditions are expected to come up. Weather forecasts help inform College administration make decisions about events that are happening on campus. He advised the Board that information was furnished to the Executive Leadership Team for decision making. Information is then disseminated to all students, faculty, and staff.

The newest addition to the security program is the door access project in the Hospitality and Culinary Arts Center. The doors at HCAC have electronic door access and the Culinary staff and faculty have cards to use to swipe and enter that building. This is the next project to implement on the campus but will take time due to the cost of the project.

There was discussion between the Board and Mr. Abell. The Board thanked Mr. Abell for the presentation.

OLD BUSINESS

Chair Darden said there were two policies for review for second reading, Faculty Workload and Secondary Employment. Dr. Brown was recognized to present the policies. She advised the Board she had corrected effective dates and both are revisions of existing policies. There was no discussion from the Board. Chair Darden asked for a motion to approve both policies.

Trustee Bill Henderson made a motion to approve both policies, Faculty Workload and Secondary Employment. Trustee Doug Starcke seconded the motion. Without further discussion, the motion passed by voice vote.

COMMITTEE REPORTS

A. Personnel, Policies, and Bylaws Committee

Trustee Jenkins reminded the Board they had discussed the nomination for the Dr. Joseph T. Barwick Civic Award. She gave a brief summary of the recipient and her community service.

Trustee Jenkins said that a motion comes from the Personnel, Policies, and Bylaws Committee to nominate Janet Eshleman for the 2023 recipient of the Dr. Joseph T. Barwick Civic Award. Without further discussion, the motion passed by voice vote.

Trustee Jenkins said Mrs. Eshleman had been contacted and she was delightful and was honored to have been chosen for this award.

Trustee Jenkins advised the Board that the Board Self-Assessment would be sent out in May, right after the May 10, 2023, Board meeting. The results of the Assessment will be discussed at the June Board meeting.

OTHER REPORTS

A. Foundation Liaison

Trustee Jenkins said there were a few events to report. The last Escoffier Dinner is April 25, 2023, and it is sold out but there is a waiting list. On April 27, 2023, there is the Retiree Luncheon at the Hospitality and Culinary Arts Center. Celebration on the Sound will be on May 13, 2023, and tickets are on sale. The Savour the Summer Soirees begin on June 5, 2023 and the next one is August 7, 2023 at the Hospitality and Culinary Arts Center and tickets are on sale for this event, too. July 8-15, 2023, is the 16th Annual Spanish Mackerel and Dolphin Fishing Tournament. There are volunteer opportunities for this event.

B. President's and Executive Leadership Council Reports

Dr. Tracy Mancini thanked the trustees for participation in all that the College does. She said Trustee participation in the North Carolina Community Colleges Day at the Legislature on March 29, 2023, made a significant difference. Trustee Comer attended legislative visits with VP Perry Harker, Rick McCormac, and Dr. Mancini. They were joined by student CJ Bowles, TimCo Roofing's Jim Henderson, and Carteret County Home Builders Association director Jennifer Lewis for visits with Representative Celeste Cairns and Senator Norman Sanderson to discuss the ways Carteret CC works with employers to meet workforce needs and describe plans for expanding workforce development programs. The NC Association of Community College Trustees Law/Legislative Seminar was attended by Chair Darden, Trustees Comer, Hooper, Jenkins, and Langston.

The General Assembly sent a strong message for Community Colleges to focus on workforce training, and Dr. Mancini feels that Carteret CC is doing a fantastic job of doing that. They talked about valuing employees and valuing students by increasing our capacity to provide strong programs. In the proposed budgets of the Governor and the House of Representatives, there is evidence that they are looking at ways to value our faculty and staff by proposing increases this year in line with those that have been requested.

Dr. Mancini thanked Mr. Abell for his security report.

Dr. Mancini said the College had received an Enrollment Growth allocation of an additional \$24,000 in State funding. The NC Community College System looked at colleges who experienced enrollment growth in the Fall and awarded that funding based on FTE. Our enrollment for the summer is looking strong and we are a little ahead for the Fall.

Dr. Mancini mentioned how proud the College is of Tony Pile, 2023 Student Government Association President. He has been elected president of the North Carolina Comprehensive Community College Student Government Association for 2023-2024. Mr. Pile will represent all of the state's community

colleges students on the State Board of Community Colleges next year. He will do a great job as an ambassador for Carteret CC in Raleigh.

Dr. Mancini updated the Board on the enrollment process for Continuing Education. An improved registration system called Instant Enrollment began on April 5, 2023. Many Trustees have mentioned how difficult it is to enroll in the continuing education classes and hopefully this system will streamline the registration process and encourage increased enrollment and participation in the wide array of classes that are offered. Ms. Logan Okun and Dr. Mancini showed the Board how to navigate through this new system on the College website. This is a huge accomplishment and Dr. Mancini thanked everyone who has been involved with that.

The College sent students to participate in the state SkillsUSA competitions for mobile electronics, culinary arts, baking and pastry arts, and hospitality at Carteret CC on April 1, 2023. Those students took first place in mobile electronics and culinary arts, second in culinary and baking and pastry, and third in service. The rest of the competitions will take place at the end of April. First-place winners will compete in Nationals in Atlanta this summer.

C. Student Government Association Report

Ms. Barbara Patenaude, Student Government Association Vice President, advised the Board that the Spring Fling was a huge success. The SGA helped to form a new club called Students Helping Students, which consists of students supporting each other through workshops and tutoring. The SGA attended the Spring 2023 North Carolina Comprehensive Community College Student Government Association Conference, also known as N4CSGA. At this conference, Carteret CC SGA President Anthony Pile was voted in as new president of the N4CSGA Executive Board.

BOARD COMMENTS

Trustee Henderson commented that he enjoyed the Scholarship Donor Luncheon and Ms. Reash did a great job organizing it. He is looking forward to the Retiree Luncheon on April 27, 2023 and the last Culinary Lunch on April 20, 2023.

Trustee Langston said she is grateful to have attended the North Carolina Association of Community College Trustees Conference at the end of March. She enjoyed the informative presentation from Mr. Abell.

Trustee Parker said she really enjoyed Mr. Abell's security report. She commended Mr. Banko and his team for going through the audit report with no deficiencies.

SGA Vice President Barbara Patenaude thanked the Board for welcoming her today.

Trustee Hooper said she had gone to the Retirement Luncheon last year and really enjoyed and will be going again this year. She mentioned the Renewable Energy Symposium is on April 20, 2023, at Joslyn Hall. She commented on the tragic loss of David and Jamie Long.

Trustee Starcke commented that the College community is really about being a community and reminded trustees of being present not just for immediate family but each other.

Trustee Jenkins agreed that it was a good meeting. She is glad it will be easier to sign up for continuing education classes.

Trustee Johnson said it was a good meeting. She really appreciated the Security Update from Mr. Abell. She commented that security forces are not always friendly and here at Carteret CC, Mr. Abell and his staff do a great job of making everyone feel safe and welcomed.

Chair Darden said she really appreciated the Security Update from Mr. Abell and appreciates his friendliness. She is excited for the enrollment growth the College is experiencing. She mentioned that Kyle McMilleon was staff person of the year and expressed congratulations to Kyle.

CLOSED SESSION

A motion was made to go into Closed Session at 10:17 a.m. pursuant to N.C. GS 143-318-22 (a) (1), (5), and (6) by Trustee Jenkins and seconded by Trustee Langston. The motion passed unanimously by voice vote.

Trustees asked Mrs. Sullivan to stay.

A motion was made to come out of Closed Session at 11:49 a.m. by Trustee Parker and seconded by Trustee Starcke. The motion passed by voice vote.

ACTION TAKEN FROM CLOSED SESSION

Trustee Jenkins moved to award Dr. Mancini a 3.5% raise in the county portion of her salary and a one-time bonus of \$8000. The motion was seconded by Trustee Langston. The motion passed by voice vote.

Trustee Jenkins thanked Dr. Mancini for her outstanding and tireless efforts in leading Carteret Community College. Dr. Mancini thanked the Board and appreciates the thoughtful comments. She will take seriously their comments about communicating strategic directions of the college. She appreciates the feedback and comments and will keep them front of mind. Chair Darden thanked Dr. Mancini for the supporting information that she sent while doing the survey. Dr. Mancini said she loves her job, the people she works with, and has a great team. She wants to make this a better place for the students and the community with learning, resources, and excellence.

ADJOURNMENT

Chair Darden asked for a motion to adjourn.

Trustee Jenkins made a motion to adjourn at 11:52 a.m. Trustee Johnson seconded the motion. The motion passed by voice vote.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board of Trustees
April 26, 2023

Melodie Darden, Chair of the Board of Trustees

Date

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

Date

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CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES
PERSONNEL, POLICIES, AND BYLAWS COMMITTEE
MINUTES OF MEETING
APRIL 5, 2023

CALL TO ORDER

Following proper notification, Trustee Mary Charles Jenkins, Personnel, Policies, & Bylaws Committee Chair, called the meeting to order at 10:07 a.m. on Wednesday, April 5, 2023, in the Henry J. McGee Boardroom, Carteret Community College, Morehead City, North Carolina.

Personnel, Policies, & Bylaws Committee Members Present:

Mrs. Mary Charles Jenkins, Chair
Mrs. Melodie Darden, Vice Chair
Mrs. Penny Hooper
Mrs. Rosa Langston

Administration/Others Present:

Dr. Tracy Mancini, President
Mrs. Laura Sullivan, Executive Assistant to the President/Assistant Secretary to the Board

APPROVAL OF AGENDA

Chair Jenkins asked for a motion to approve the agenda for April 5, 2023.

Trustee Penny Hooper made a motion to approve the agenda for April 5, 2023. The motion was seconded by Trustee Rosa Langston and the motion passed by voice vote.

APPROVAL OF MINUTES

Chair Jenkins asked for a motion to approve the March 1, 2023, minutes.

Trustee Melodie Darden made a motion to approve the March 1, 2023, minutes. Trustee Hooper seconded the motion and the motion passed by voice vote.

REVIEW AND EDIT BOARD SELF-ASSESSMENT

The committee went over the 2021-2022 Board Assessment and made corrections and changes. Chair Jenkins said she would charge the Board at the May 10, 2023, meeting to complete the assessment. The committee agreed the assessment would go out on May 10, 2023, after the Board meeting and the assessment will close on May 24, 2023, at 11:59 p.m.

BARWICK AWARD

Chair Jenkins reminded the committee that the official vote for the Dr. Joseph T. Barwick Civic Award would be at the April 12, 2023, meeting. She advised the committee that letters will be sent to the nominators thanking them for their nominations.

CLOSED SESSION

Trustee Darden made a motion to go into Closed Session pursuant to NC GS 143-318.11 (a)(1), (5), (6) at 11:01 a.m. Trustee Langston seconded the motion and the motion passed by voice vote.

Trustee Langston made a motion to come out of Closed Session at 11:59 a.m. Trustee Hooper seconded the motion and the motion passed by voice vote.

ADJOURNMENT

There being no further business, a motion was made by Trustee Darden to adjourn the meeting at 12:00. Trustee Hooper seconded the motion and the motion passed by voice vote.

Submitted by:

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

Mary Charles Jenkins, Chair of Personnel, Policies & Bylaws

Date

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

Date

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

NOMINATIONS COMMITTEE MEETING

MINUTES OF MEETING

APRIL 18, 2023

CALL TO ORDER

Following proper notification, Trustee Wrenn Johnson, Nominations Committee Chair, called the meeting to order at 9:00 a.m. on Tuesday, April 18, 2023, in the Henry J. McGee Boardroom, Carteret Community College, Morehead City, North Carolina

Nominations Committee Members Present:

Dr. Wrenn Johnson, Chair
Mr. Bill Henderson
Mrs. Mary Charles Jenkins

Administration/Others Present:

Dr. Tracy Mancini, President/Secretary to the Board
Mrs. Laura Sullivan, Executive Assistant to the President/Assistant Secretary to the Board

APPROVAL OF AGENDA

Chair Johnson presented the agenda for April 18, 2023, for approval

Trustee Bill Henderson made a motion to approve the agenda for April 18, 2023. The motion was seconded by Trustee Mary Charles Jenkins and the motion passed by voice vote.

2023-2024 SLATE OF OFFICERS RECOMMENDATIONS

Chair Johnson presented the following for recommendations of officers for 2023-2024.

Chair-Mrs. Melodie Darden
Vice Chair-Dr. Wrenn Johnson
Secretary-Dr. Tracy Mancini

Trustee Bill Henderson made a motion to recommend Mrs. Melodie Darden as Chair of the Board of Trustees for 2023-2024. Trustee Jenkins seconded the motion and the motion passed by voice vote.

Trustee Henderson made a motion to recommend Dr. Wrenn Johnson as Vice Chair of the Board of Trustees for 2023-2023. Trustee Jenkins seconded the motion and the motion passed by voice vote.

Trustee Henderson made a motion to recommend Dr. Tracy Mancini as Secretary of the Board of Trustees. Trustee Jenkins seconded the motion and the motion passed by voice vote.

There being no further business, Trustee Jenkins made a motion to adjourn at 9:09 a.m. The motion was seconded by Trustee Henderson and passed by voice vote.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board of Trustees
April 26, 2023

Dr. Wrenn Johnson, Chair of Nominations Committee

Date

Dr. Tracy Mancini, Secretary of the Board of Trustees

Date

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Attachment 4

MISSION STATEMENT

Carteret Community College serves and empowers our students and coastal community by providing high-quality education, workforce training, and lifelong enrichment in an innovative and inclusive learning environment.

Board of Trustees approved November 9, 2021

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TO: Carteret Community College Board of Trustees

FROM: Dr. Tracy Mancini, President

DATE: May 5, 2023

SUBJECT: Board of Trustees May 10, 2023, Meeting

May is **National Military Appreciation Month**, and as a 2023-2024 Silver Military Friendly School, Carteret Community College is proud to recognize and celebrate those who currently serve or have served in the military as well as their families. Medal of Honor recipient General James H. Doolittle said, "There is nothing stronger than the heart of a volunteer." We are grateful for the courageous volunteers who have served and protected our nation. The College would like to remind veterans and active military personnel of the Veteran Student Success Center in the Bryant Student Center and the Veteran services available through our Financial Aid Office in the McGee Building and NCWorks and Military Business Center in the Big Rock Career Center.

The May Board Meeting takes place during one of the happiest times on campus: **Awards and Graduation Week**. A record number of students have applied to walk in graduation exercise (193 and counting), and the Awards and Graduation Committee has met regularly for the past five months to prepare for a wonderful – and full – ceremony. We look forward to recognizing students, employees, and the **Dr Joseph T. Barwick Civic Award winner, Mrs. Janet Eshleman**, on Thursday, May 11, at 6:00 p.m. in the Civic Center. The College's **59th Graduation Exercises** will take place at 4:00 p.m. on Friday, May 12, at the Civic Center.

Fall registration is underway. Logan Okun has worked with TriWorks Studios to create a **marketing campaign** featuring students telling their own stories about how they decided to attend Carteret CC and the support and success they have found here. Logan will share these powerful 15-, 30-, and 90-second spots at our meeting.

VP Perry Harker and I, along with WIOA Coordinator Merianne Gregoriciuc, and NCWorks Manager Lindsay Gress, made an hour-long presentation for the **Eastern Carolina Workforce Development Board** on Thursday, May 4. Our presentation focused on the College's workforce development efforts, key partnerships with business and industry, and programs like Workforce Innovation and Opportunity Act (WIOA) that enable displaced workers, high school dropouts, and disabled individuals to return to school while working to earn funds and explore career options. ECWDB Executive Director Tammy Childers sent the following feedback:

"Your great work and passion for improving the lives of others was conveyed throughout the presentation. It was a great example of true collaboration and was very inspiring for all of us! Team Carteret has set the bar high for what a group of thoughtful community leaders can do when working together! Our meeting went longer than normal, but the consensus was that it was so worth it! Please see the email below, as it confirms the sentiment from our board members, staff, and guests who attended last night's meeting. It was an outstanding presentation!!"

Here is the email she referenced from one of her Board Members:

"I would like for you to know that last night's meeting totally blew me away.

The compassion and dedication from Carteret CC was AMAZING, and I was sobbing numerous times during their presentation. (Glad no camera as I am a totally ugly crier!)

The difference these dedicated individuals that bond together for a fantastic team effort is wonderful and heartwarming! I look forward to more updates!"

College employees will participate in **PINK Days** (Personal and Institutional Networking and Knowledge) the week after graduation. Amanda Bryant and our PINK Days committee have created a fantastic lineup of workshops on topics including Cybersecurity; Hands-on Adult CPR & AED Training; Seasonal Maintenance for Your Car; Plasma Cutting (in the Welding Shop); Seafood Prep (by Aquaculture faculty); and Program Reviews for our College Transfer, Cosmetology, Nursing, Photography, and Boat Manufacture & Service Programs.

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TO: Carteret Community College Board of Trustees

FROM: Perry Harker

DATE: 5/1/2023

SUBJECT: Corporate and Community Education May Board Report

The Basic Skills Graduation Ceremony is scheduled for Wednesday, May 10. This year's graduation will begin at 4 pm at the Crystal Coast Civic Center. We will honor students completing the Adult High School Diploma or High School Equivalency (formerly GED). Please join us for this special event.

The NC Community College System is implementing a new student management system, Advansys, for Basic Skills Departments. We will begin the transition to the new system starting May 5. During this time the Basic Skills staff and instructors will be attending Advansys training sessions. Basic Skills will go live with Advansys on Monday, May 22, 2023.

We continue providing customized training classes for Parker Offshore, Veneer Technologies, and Frank Door Company. In addition, we recently completed ServSafe training for JM Davis Industries for the prepared food division of their business.

We are working with Carteret Health Care and ApprenticeshipNC to establish a Certified Nursing Assistant apprenticeship program at the hospital.

The North Carolina Community College System has rolled out a new marketing campaign and logo for customized training programs throughout the state – *NCEdge Customized Training* is the title of the new promotional program.

Our Life Enrichment Department has added a few new programs for the summer semester. A Writing Workshop Series titled Hooks & Lines will cover topics such as using real life to inspire fiction, Writing Poetry, and Writing Creative non-fiction. In addition, the class, Using Copywriting to cultivate your author platform taught by Thomas Kies, Emily Carter, and Autumn Ware.

We have also scheduled a Dog Training Course for puppies that will begin in late May called Puppy Kindergarten, taught by Bev Warner.

We partnered with the Croatan Group of the NC Sierra Club and NC Interfaith Power and Light to host a successful Renewable Energy Symposium. The event featured several guest speakers and energy-related vendors.

We conducted Captain's License 100 Ton and Assistance Towing course for active duty United States Coast Guard personnel at USCG Base Fort Macon.

The college had several informational booths from Admissions, Corporate and Community Education, and Small Business Center at the Women's History Month Reception held by the League of Women Voters at the History Museum.

The WIOA program has enrolled 41 new participants so far this program year and is currently serving 63 individuals with carry-over participants. The program continues to highlight success stories of participants in their programs engaged in subsidized work experience or other accomplishments. For example, the WIOA Adult program recently had six participants earn their CDL credentials, and several have already received job offers. In addition, two participants completed Phlebotomy, and one completed Central Sterile Processing, one of which received a job

offer before completing her credential. The Youth program will have 3 participants who completed their Basic Skills Adult High School degree and plan to enter post-secondary training.

We attended Carteret County Schools CTE Steer Your Career fair on April 25 at the KMART Shopping Center. Students from all of Carteret County's public middle schools got the chance to get an up-close view of the CDL truck from inside the cab and learn about career opportunities in truck driving.

This month we also have held CDL Passenger Endorsement classes for the Beaufort Historical Association's bus drivers to get them certified to operate their double-decker tour bus.

We held Spring Graduation at Carteret Correctional Center on April 27. We had seven students complete their High School Equivalency, and ten graduates from the Masonry program.

With April being Sexual Assault Awareness Month, the Community Fair was presented by Carteret County Rape Crisis Program, Carteret County Health Department, Carteret County Domestic Violence Program, and the college. Several organizations were on hand to provide information to support this event.

The Corporate and Community Education Division participated in the annual Carteret County Chamber of Commerce Business After Hours Expo. Resource information was available for anyone interested in our programs.

During the Business After Hours Expo, the Small Business Center had two counselors to provide free one-on-one counseling. In addition, before the Expo, the Small Business Center partnered with the Carteret County Chamber of Commerce to schedule four in-person workshops for vendors and the public.

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TO: Carteret Community College Board of Trustees

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

DATE: 05/01/23

SUBJECT: Board of Trustee 05/10/2023 Meeting

- Curriculum enrollment for summer and fall is well underway! Our summer numbers are up slightly from this time last year, and we have an active texting and email campaign to encourage currently enrolled students to continue into the summer.
- To assist students with funds, we have our College Scholarship application online. We also have Summer Accelerator funds of \$20K and Finish Line Grants to assist students who have completed at least 30 curriculum program hours.
- Carteret CC's Technical Education students excelled at the State SkillsUSA competitions in April. Last year, we sent 5 state wide first place winners to compete in the summer national competitions in Atlanta. This year, we have 6 first place winners to compete in the national competition.
- Several faculty are being recognized by FEC, the campus community, and our students. The Excellence in Teaching Award for full time faculty went to Rob Harris, Chair of Business Administration. The A+ in Teaching Award for adjunct instructor went to our adjunct CNA instructor Kathryn Coyle. The student nominated Faculty of the Year is Chemistry Instructor, Lauren Seymour. The meritorious Service Award for Faculty goes to our EMS Instructor and Clinical Coordinator, Sherri Taylor.
- The Radiography Program's onsite visit for continued JRCERT Accreditation took place the beginning of the week of May 1st. At the time of writing this report, the two onsite evaluators noted that our written self-evaluation was extremely well-done. Dean Laurie Freshwater, Chair Elaine Postawa, RAD Instructor Kimberly Cole, and Administrative Assistant Teresa Biggers are to be commended for their rigorous preparation.

TO: Carteret Community College Board of Trustees

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

DATE: May 1, 2023

SUBJECT: Board of Trustee May 10, 2023 Meeting

Budget and Expenditure Update

- State and County expenditures are at expected levels at the 83.3% mark.
- Total state expenditures totaled \$12.55M or about 81.1% of state allocations as of April 28
- County operating expenditures totaled \$2.3M or 82.8% of the FY-23 allocation
- County capital projects expenditures along with property acquisition totaled \$682K
- House passed budget in April; Senate to approve its own version later this spring
- The tables below summarize actual to budget amounts for State, County and Institutional Funds by purpose through April 28, 2023:

		State		
		Annual Budget	Actual	% of Budget
1XX	Institutional Support	\$ 3,440,244	\$ 2,722,039	79.1%
2XX	Curriculum Instruction	7,065,272	5,915,266	83.7%
3XX	Continuing Education	1,940,725	1,539,700	79.3%
4XX	Academic Support	1,100,388	914,804	83.1%
5XX	Student Support	1,413,212	1,051,322	74.4%
9XX	Equipment/Capital	523,205	406,640	77.7%
Totals:		\$ 15,483,046	\$ 12,549,772	81.1%

		County		
		Annual Budget	Actual	% of Budget
1XX	Institutional Support	\$ 404,521	\$ 299,340	74.0%
6XX	Plant Operations & Maintenance	\$ 2,441,479	2,020,591	82.8%
9XX	Capital Outlay	\$ 1,000,000	681,603	68.2%
Totals:		\$ 3,846,000	\$ 3,001,535	78.0%

		Institutional		
		Annual Budget	Actual	% of Budget
1XX	Institutional Support	\$ 1,062,000	\$ 769,363	72.4%
2XX	Curriculum	573,000	506,023	88.3%
3XX	Continuing Education	295,000	262,599	89.0%
4XX	Academic Support	205,000	130,144	63.5%
5XX	Student Support	623,000	602,102	96.6%
7XX	Proprietary/Other	270,000	257,317	95.3%
8XX	Student Aid	3,410,000	3,128,219	91.7%
9XX	Capital Outlay	1,650,000	512,290	31.0%
Totals:		\$ 7,943,000	\$ 6,168,057	77.7%

Financial Services

- The Business Office welcomes Donna Scriven as new Accounts Payable Technician and Sherrie Brake as new Cashier to the team.
- Eric Morgan successfully completed NC Community College Leadership Program
- Pam Olsson passed the State Purchaser course.
- The table below provides cash balances as of April 4, 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
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
Feb-23	03/06/23	03/08/23	\$ 160,868.88	03/06/23	3/13/2023	\$ 2,635,658.94	03/06/23	03/09/23	\$ 355,465.64
Mar-23	04/03/23	04/04/23	\$ 235,516.70	04/03/23	04/10/23	\$ 2,180,979.85	04/03/23	04/04/23	\$ 164,013.19

Campus Information Technology

- *Instant Enrollment* registration system for Workforce Development is in operation
- Rural Broadband Project –signing off on SOW soon and can begin purchasing equipment
- Submitted Cyber Security Grant to fund extra network switches not covered in the Rural Broadband grant.
- Updated and secured our East and West cams so we could share our live feeds again on the website
- Installed 4 cameras in MAPS to help monitor testing
- Removed computers from Station Club, updating for move to the Leon Mann Center for ConEd
- Preparations for new Business Continuity Plans

COVID-19/HEERF Funding

- Table below is an update on HEERF funding, expenditures and remaining balance as of 4/28/23:

	Student Emergency Relief	Institutional Portion COVID-19 Emergency Relief Grant	Strengthening Institution Program (SIP)	Supplemental Assistance to Institutions of Higher Education Program (SAIHE)
Deadline to Spend Funds	June 30, 2023	June 30, 2023	June 30, 2023	June 30, 2023
Total Award	\$2,455,407	\$3,134,876	\$242,415	\$484,461
Total Funds Spent or Encumbered (as of April 28, 2023)	\$2,455,407	\$3,103,877	\$242,415	\$445,018
Remaining Funds	\$0	\$30,999	\$0	\$39,443

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TO: Carteret Community College Board of Trustees

FROM: Amanda Bryant, HR Director

DATE: May 1, 2023

SUBJECT: Board of Trustee May 2023 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Certified Nursing Assistant Chair	PT to FT	Leaving the position part-time; Nita Parker (4/24)
Baking & Pastry Instructor	Jennifer Summers	Interviews 5/4
Coordinator, Youth Camps & Community Events	New (grant funded)	Jared Jones DOH 5/15/23
Director, Business & Industry	Jerome Shepard	10 qualified candidates; Interview committee mtg pending
Director, Counseling, Disability Services & Retention	Allison Daniel	Interviews projected for 5/11
Experiential Learning Coordinator, Health Sciences	New (grant funded)	Posting extended to 5/15
AND Instructors 1 @ 10-months & 2 @ 12-months	Nicole Rasmussen; two new	Posting closes 5/31
Administrative Assistant, Operations & Facilities	New	Posting closed 4/25; awaiting supervisor/HR review

*Excludes Adjunct part-time, temporary job postings

Historical Data:

Fiscal Year	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017
New Permanent Hires	19	28	26	17	27	5	12
Internal Transfer/Promo	5	6	7	7	1	6	3
Total Hires	24	34	33	24	28	11	15
Retirement	3	11	9	4	2	4	4
Resignation	8	13	9	12	14	5	11
Involuntary resignation	1	3	6	2	3	1	3
Total Terms	12	27	24	18	19	10	18

Employee Headcount and Turnover

February Headcount		February Turnover	FY23 Turnover	Turnover Rate
F/T Perm Faculty	66	0.58%	7.19%	FY22: 16.36%
F/T Perm Staff	102			FY21: 13.35%
P/T Perm Faculty	2			FY20: 8.48%
P/T Perm Staff	1			FY19: 10.66%
Total Perm	171			FY18: 6.49%
Total Payroll	340			

Recent Employee Departures

Position	Name	Date
Cashier	Teresa Terrell	4/17/23

Finished Crucial Accountability book study: 76 hours of training for 16 employees.

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: May 1, 2023
SUBJECT: Board of Trustee May 10, 2023 Meeting

Date

Event fundraising and Donation & Resale Program revenue to-date for this fiscal year is: \$382,987.45, 65% of total year budget goal. Endowment funds added this year to-date: \$687,602. Annual Scholarship funds added this year to-date: \$; Program Funds added this year: \$317,878.

Board Annual Fund Participation Request Update

Board of Trustees – 100%

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, the onsite took place April 6th, the process is going smoothly, the physical space met all guidelines.

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

The scholarship luncheon was a great success held on April 4th, we hosted over 130 attendees. The Retiree luncheon was held on April 27th. Thank you, board members who were able to attend both.

Continue campus tours with the President and new friends and current donors. Culinary lunches we have been focused on inviting donors to have lunch with the President.

UPCOMING EVENTS

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 are sale for the summer soiree's and are \$125 each. 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)

16th Annual Spanish Mackerel & Dolphin Fishing Tournament

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

GRANTS

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

Grantor	Purpose	Amount			
		Requested	Pending	Awarded	Not Awarded
NSF Engines Proposal	Aquaculture workforce development	\$115,280	\$115,280		
NC Community College System	Career Coach	\$87,937		\$87,937	
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		
AFFA Small Grant	Gay Prom	\$2,384		\$2,500	
QPR GEER Funding Request	QPR Training	\$6,945	\$6,945		
Lowes Gable Grant	Construction Trades Academy	\$482,078	\$482,078		
SLCGP	Meraki Switches	\$100,000	\$100,000		

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TO: Carteret Community College Board of Trustees

FROM: Cindi Goodwin Director, Operations and Facilities

DATE: April 28, 2023

SUBJECT: Board of Trustee May 10, 2023 Meeting – Facility and Operations Updates

- Arendell Engineers continues to move forward with the Fire Tower design, scope of work, and stormwater permit.
- A pre-construction meeting is scheduled with Ken Burnette (designer), CCC Staff, and Rob Muller with Curtis Roofing to finalize the material staging area and roof access for the Civic Center/Smith roof replacement. Replacement to begin May 22, 2023.
- Planning for summer projects has begun with material procurement and staff assignments and duties.
- Grounds improvements have begun to prepare for the upcoming events including Graduation and ceremonies, Celebration on the Sound, Big Rock, and various other events.
- Development and permitting continues on the walking trail signage and benches have also been installed.
- Completed one-on-one meetings with Facilities staff and Facilities management staff to begin initial cross-training and staff development initiatives.

I would like to thank Dr. Mancini and the Board of Trustees for giving me the opportunity to become part of the Carteret Community College family. I have been so welcomed and accepted from everyone across campus and I look forward to being a part of the future of CCC!

Thank you,

Cindi Goodwin

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TO: Carteret Community College Board of Trustees
FROM: Christine Turner, FEC Chair
DATE: April 28, 2023
SUBJECT: Board of Trustee May 10, 2023 Meeting

Esteemed Members of the Board,

- FEC recognize our fellow faculty award recipients
- We have conducted our final official FEC meeting for this academic year.
- FEC members for the 23-24 academic year will be:
 - Billy Hurley, Chair
 - Nathan Branson, Vice Chair
 - TBD Health Science, Secretary
- We are exceedingly proud of all of our students and student award recipients

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

Best Regards,

Christine Turner, M.Ed., NRP

FEC Chair

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TO: Carteret Community College Board of Trustees
FROM: Bianca Abell, SEC – Staff Executive Committee Chair
DATE: May 10, 2023
SUBJECT: Board of Trustee Meeting

The Staff Executive Committee met on April 21, 2023 in Joslyn Hall at 11:00 PM.

We still continued with our team building exercise of playing Scattergories. Richard Abell reported the group that the idea for this year's Faculty Appreciation event was an ice cream social, however a suggestion was made that the FEC might want to come on board and combine forces to have ice cream served at the recently announced Spring Picnic, to be held on May 18th, at 3:30 PM. Chair, Bianca Abell, spoke to FEC Chair, Christine Turner, about combining committee budgets to make this possible. We are waiting to hear back from the FEC about this, but the plan is to have the Pop-Nana's Old Fashioned Ice Cream truck on campus for the event.

Secretary, Devon Willis, reported that the Bylaws subcommittee has completed a first draft, and plans to get together soon to polish it and get it ready to be presented to the rest of the SEC.

The April 2023 meeting will be Bianca Abell's last meeting as Chair. Ed Ladenburger, currently Co-Chair, will be the new Chair of the committee. Devon Willis is stepping down as Secretary. Nominations for these two offices will started on Monday, April 24, 2023. The same format used for Staff Person of the Year nominees will be used. If a nomination is submitted, it is asked the person is notified and accepts the nomination beforehand. 100 word synopses of why the nominee is qualified for the position should be sent with each nomination. All synopses are due no later than May 5, 2023. Voting will begin Monday, May 8, 2023, and will end on Wednesday, May 10, 2023.

The next meeting of SEC will be scheduled by the new SEC Chair.