



TO: All Members of the Board of Trustees
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, November 8, 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. Wal-mart	Chair Darden
III.	*	APPROVAL OF AGENDA	Chair Darden
IV.	*	APPROVAL OF MINUTES (October 11, 2023 Attachment 1)	Chair Darden
V.		CHAIR REPORT	Chair Darden
VI.		NEW EMPLOYEES A. Sharon King B. Rhonda Piner	Chair Darden Mr. Perry Harker Dr. Maggie Brown
VII.		PRESENTATION A. Goellner Exchange Program	Chair Darden Ms. Dajah Sandifer Ms. Rosanna Secchi
VIII.	*	NEW BUSINESS A. Vote to cancel or keep December 13, 2023, Board Meeting	Chair Darden
IX.		COMMITTEE REPORTS A. Buildings and Grounds Committee * 1. Clearing of 103 Lockhart property * 2. Updating Joslyn Hall-bid acceptance B. Finance Committee * 1. Approval of 2023-2024 State Budget Package	Chair Darden Trustee Bill Henderson Trustee Dee Meshaw
X.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 2,3,4,5,6,7,8,9,10,11,12) C. SGA Report	Chair Darden Trustee Penny Hooper Dr. Mancini Mr. John Martin
XI.		BOARD COMMENTS	Chair Darden/Trustees
XII.	*	ADJOURNMENT	Chair Darden

*Indicates Item for Action



DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
November 16, November 30, & December 7, 2023	Culinary Lunch Series, tickets SOLD OUT		Hospitality and Culinary Arts Center
November 23-24, 2023	Thanksgiving Holiday, College closed		
November 28, 2023	Mary Mikels Christmas Concert and More, click here for info and tickets	7:00p.m.	Joslyn Hall
December 25-28, 2023	Christmas Holiday, College Closed		
	Escoffier Dinners, click here for info and tickets		Hospitality and Culinary Arts Center



CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

OCTOBER 11, 2023

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 9:01 a.m. on October 11, 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
Mr. Bill Henderson
Mrs. Penny Hooper
Mrs. Mary Charles Jenkins

Mrs. Rosa Langston
Mrs. Kelly Marek
Mrs. Dee Meshaw
Mrs. Catherine Parker
Mr. Will Rogers
Mr. Doug Starcke (ZOOM)

Administration Present

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

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

College Employees Present

Mr. Richard Abell
Mr. Ed Ladenburger
Mr. Rick McCormac
Ms. Jenna Dozier
Ms. Adriana Lopez
Ms. Kristin Walker

Director, Security and Emergency Preparedness
Director, Instructional Support and Distance Learning/SEC Chair
Director, Workforce Training
Nursing Instructor
Coordinator for Adult High School, ESL Coordinator
Administrative Assistant, Corporate and Community Education

Guests Present

Ms. Cheryl Burke

Reporter, Carteret County News-Times



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 recognized Ms. Brenda Reash, Executive Director of the Carteret CC Foundation, for the check presentation from the Foundation. Ms. Reash thanked everyone who helped and supported the College's 60th Anniversary Diamond Bash on September 29, 2023. Through its Every Seat Matters campaign, the Foundation raised \$314,800 to renovate Joslyn Hall, exceeding its goal of \$304,000. Dr. Tracy Mancini mentioned that the renovation will begin after the first of the year and hopes Joslyn Hall will be finished by graduation in May of 2024.

APPROVAL OF AGENDA

Chair Darden presented the October 11, 2023, amended agenda for approval by the Board.

Trustee Will Rogers motioned to approve the amended agenda for October 11, 2023. The motion was seconded by Trustee Rosa Langston. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES

Chair Darden presented the September 13, 2023, minutes for approval by the Board.

Trustee Mary Charles Jenkins motioned to approve the September 13, 2023, minutes. Trustee Wrenn Johnson seconded the motion. The motion passed unanimously by voice vote.

CHAIR REPORT

Chair Darden introduced new trustee Mrs. Kelly Marek to the Board. Trustee Marek said a few words about herself to the Board. Trustee Marek is employed by Carteret Health Care where she is the Director of Organizational Improvement. Chair Darden commented she was glad to have Mrs. Marek as part of the Board, and it was nice to have another connection with Carteret Health Care.

Chair Darden said she had the honor of attending a dinner with Blue Cross Blue Shield Executives, community members, and College officials on September 26 at the HCAC. She said it was a very impressive and informative dinner.

Chair Darden enjoyed the 60th Anniversary Diamond Bash on September 29, 2023. She appreciates everyone who came to support and celebrate the College.



Chair Darden reminded the Board that it is time to register for the Culinary program lunches. She commented that the lunches are the best in town.

NEW EMPLOYEES

A. Ms. Jenna Dozier

Dr. Maggie Brown introduced Ms. Jenna Dozier as the newest Nursing Instructor. Ms. Dozier thanked Dr. Brown and Dr. Mancini for the opportunity to teach at Carteret Community College. She is really enjoying working with the Nursing faculty.

B. Adriana Lopez

Mr. Perry Harker introduced Ms. Lopez to the Board. Ms. Lopez had previously worked with the College's Basic Skills Department as an Administrative Assistant but has been promoted to Coordinator of Adult High School and English as a Second Language (ESL). Ms. Lopez thanked Dr. Mancini and Mr. Harker for this opportunity. She said she is very excited about this new opportunity.

C. Ms. Kristin Walker

Mr. Perry Harker introduced Ms. Kristin Walker. Ms. Walker began her career at Carteret CC as a work-study student, then worked part-time for Corporate and Community Education, and now is full-time as an Administrative Assistant for Corporate and Community Education.

PRESENTATION

A. Corporate and Community Education

Mr. Rick McCormac, Director of Workforce Training, updated the Board on the Construction Academies Pilot Program and Short-Term Workforce Training.

Mr. McCormac explained that Carteret CC is one of two Eastern NC Community Colleges funded by the State to pilot a short-term Construction Academy. Mr. McCormac explained the base requirements for the Construction Academy, which included providing instruction using an approved curriculum framework, creating marketing materials to recruit students, and collaborating with locally identified Carolina Association of General Contractors members and other employers as needed to establish job shadowing and employment opportunities for students. He said there will be a Construction Trades Day at the College on October 27, 2023.

NEW BUSINESS

A. Policies for Review-Second Read

1. Political Activities of Employees Policy



Mrs. Amanda Bryant was recognized to present the policy for a second reading. The Board packet contained both the working copy with corrections and a clean copy for the Board to review. There was no further discussion.

Trustee Penny Hooper made a motion to adopt the Political Activities of Employees Policy. The motion was seconded by Trustee Mary Charles Jenkins. The motion passed unanimously by voice vote.

COMMITTEE REPORTS

A. Personnel, Policies, and Bylaws Committee

1. Revisions of Governing Policies-Second Read

Trustee Mary Charles Jenkins advised the Board this was the second reading of the Governing Policies. Copies of the policies were available for the Board to review. There was no further discussion.

Trustee Doug Brady motioned to approve the Policy corrections. Trustee Penny Hooper seconded the motion. The motion passed unanimously by voice vote.

B. Curriculum and Student Support

1. 911 Communications and Operations Instructional Service Area Agreement (ISA)

Trustee Rosa Langston said that the Curriculum and Student Support Committee met on October 4 and learned the College would be piloting a longer version of the Basic Law Enforcement Training Program in Sprint 2024. The program will increase from 640 hours to 880 hours and the purpose of the extended hours is to give deeper instruction in several areas of policing.

Trustee Langston explained a new 911 Communications and Operations program that Richmond Community College approached Carteret CC about partnering. Carteret CC would offer the first year of instruction including general education and business courses. For the second year, students would be enrolled at Richmond CC online for required coursework. They would do a local work-based learning component of the program. The proposed implementation for the ISA is Spring 2024. There was some discussion from the Board. Dr. Mancini answered questions from the Board.

Chair Darden said there was no motion required, but that the recommendation came from the Curriculum and Student Support Committee to approve this ISA. The Board was unanimously in favor of this program.

C. Joint Buildings and Grounds/Finance

Trustee Dee Meshaw advised the Board that Buildings and Grounds and Finance had met jointly on October 4 to review Staff's recommendation for disbursement of performance bonuses. The College has been allocated \$135,395.00 of performance-based funding.



The Joint Buildings and Grounds and Finance Committee recommended that the Board of Trustees approve the disbursement of performance bonuses for Fiscal Year 2024 as follows:

- **Disburse a flat rate bonus of \$1094 per eligible employee, totaling 141 employees.**
- **Contingent upon the approval of the State Budget by the State Board of Community Colleges on October 20th, to include the bonus in the October payroll.**
- **In the event that the State Budget is not approved on October 20th, to disburse the bonus on the subsequent pay cycle following budget approval.**

There being no further discussion, the motion from Finance passed unanimously by voice vote.

OTHER REPORTS

A. Foundation Liaison

Trustee Penny Hooper reported that the Foundation Board had their retreat on October 6, 2023. The Foundation Board was challenged “Time, Treasure, Talent” to meet the mission of the Foundation. Trustee Hooper thanked Mrs. Kristi Mroch for all the hard work she does in finding grants for the College. She reported that the Foundation is working on increasing Boat Sales. Last year the Boat Sales were over \$170,000, and Ms. Reash commented the Foundation is working on a marketing plan to increase Boat Sales. Trustees also asked about the Diamond Bash and if the College would do a big fundraiser like that every year. Ms. Reash explained the different ways the Foundation raises funds and other items that are sold. She said the Bash was a one-time event to celebrate and support the College’s 60th Anniversary.

B. President’s Report

Dr. Mancini welcomed new Trustee Kelly Marek to the Board.

Dr. Mancini reported that the on-site review team representing the Accreditation Commission for Education in Nursing (ACEN) conducted an exit interview to review the results of their visit with administration on October 5. The team recommended continuing reaffirmation for eight years with only one recommendation and gave the College’s Associate Degree Nursing program an outstanding report.

Dr. Mancini reported that the State Budget had passed into law on October 3, 2023. The NC Community College budget will go before the State Board of Community Colleges on October 20, and then Carteret CC’s state budget will be presented to the Board of Trustees in November. The budget calls for 4% raises for faculty and staff in 2023-2024 and 3% raises in 2024-2025. Increases will be distributed after Board of Trustees adoption of the budget and retroactive to July 1, 2023. The General Assembly also awarded Carteret CC an additional capital allocation of \$3million in 2023-2024 and \$3million in 2024-2025 for capital and equipment. These funds will be used to address facility and equipment needs in the College’s construction and transportation trades programs. Dr. Mancini said that Senator Norman Sanderson and Representative Celeste Cairns were very supportive of the College in getting the funding for our programs.



Dr. Mancini said the College has been busy and we have had many outside rentals. In the past several weeks, the College has welcomed Blue Cross Blue Shield, North Carolina Coastal Federation, the Water and Air Commission, Carolina Long Bay Wind (ToTal Energies, and Progress Energy). Dr. Mancini and Mr. Harker were invited to speak at the Carolina Long Bay meeting.

Dr. Mancini thanked fellow Leadership Team member, Mrs. Cindi Goodwin, for all that she is doing with the CCFI (Community College Financial Institute) this week on our campus. Mrs. Goodwin is teaching a Community College Capital Projects class for other Community Colleges to attend. She also acknowledged HR Director Amanda Bryant for teaching the statewide CCFI course on human resources last month.

C. Staff Executive Committee (SEC)

Mr. Ed Ladenburger reported that the SEC meets monthly. Mr. Ladenburger said that a suggestion was made to work on an Alma Mater. He shared with the Board the lyrics that incorporate a Kraken and has a sea shanty tune.

BOARD COMMENTS

Trustee Bill Henderson said it was great news for the College to receive \$6 million in State Appropriations toward Capital and Equipment. Dr. Mancini said that \$3 million would be distributed this year 2023-2024 and \$3 million in 2024-2025.

Trustee Dee Meshaw thanked the Foundation for the check presentation to the College. She welcomed Trustee Kelly Marek to the Board. Trustee Meshaw hopes students are enjoying their Fall Break, and she enjoyed the presentation by Mr. McCormac.

Trustee Will Rogers said he enjoyed the 60th Anniversary Diamond Bash. He mentioned that the Chamber of Commerce State of the Community Breakfast will be hosted at the Hospitality and Culinary Arts Center on October 24. Dr. Mancini will present on the College. He feels this is an awesome way to showcase the campus.

Trustee Kelly Marek thanked everyone for the warm welcome and she is excited about serving on the Board.

Trustee Penny Hooper agreed with all that had been mentioned and really enjoyed the presentation by Mr. McCormac. She had a great time at the Diamond Bash. Trustee Hooper is thrilled that the College is able to host other groups. She welcomed Trustee Marek to the Board.

Trustee Rosa Langston welcomed Trustee Marek. Trustee Langston was glad to hear about the Construction Academy that Mr. McCormac presented.

Trustee Catherine Parker welcomed Trustee Marek. She commented that it was a great collaboration with Richmond CC for the 911 Communications and Operations ISA.



Trustee Doug Brady also welcomed Trustee Marek. He commented that the \$6 million is a testament to the staff and Dr. Mancini. Trustee Brady said the Foundation is doing so much for the College and he feels there should be more relationship building with them.

Trustee Mary Charles Jenkins welcomed Trustee Marek. Trustee Jenkins commented on the many ways one can participate and volunteer with the Foundation.

Trustee Wrenn Johnson commented how Ms. Reash is constantly working with the Foundation and she appreciates all she is doing. Trustee Johnson commented how exciting it is to receive the accreditation.

Chair Darden said she is happy about the pay raises and the bonus for employees. She was also impressed about the short-term workforce training. Chair Darden welcomed Trustee Marek. She mentioned one way trustees can contribute is the Annual Fund.

ADJOURNMENT

There being no further business, Trustee Wrenn Johnson made a motion to adjourn at 10:23 a.m. Trustee Dee Meshaw seconded the motion. The motion passed unanimously by voice vote.

Submitted by:
Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board
October 16, 2023

Melodie Darden, Chair of the Board of Trustees

Date

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

Date

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees

FROM: Dr. Tracy Mancini, President

DATE: November 2, 2023

SUBJECT: Board of Trustees November 8, 2023, Meeting

This month, I will begin adding an “**image of the month**” to the President’s Board Report. This month’s image corresponds with the November presentation to the Trustees by our Culinary Arts graduates who spent five weeks in France in September-October through the College’s Goellner Exchange Program. Dajah Sandifer and Rosanna Secchi received Disciples of Escoffier certificates for their time training and working with our culinary partners in Lile, France. They represented the College well, and garnered positive comments from our French partners on how positive and productive the experience was for all involved.



VP Harker’s report mentions that the College has received grant funding of \$138,000 over two years from National Sea Grant College Program to develop a **Commercial Fishing Academy**. A curriculum developer has begun developing the course, we hope to offer in mid-2024.

Carteret CC continues to be an attractive destination for meetings and conferences, and our gracious faculty and staff do a fantastic job of welcoming guests.

- **Edgecombe CC President Greg McLeod** brought a group of 12 students to visit Carteret County on October 13. Included in the tour were visits to Fort Macon, the Aquarium, UNC’s Institute of Marine Sciences, and our campus.
- New **Chamber of Commerce President Erin Knight** toured campus with me on October 23, and the Chamber held its sold-out **State of the Community Breakfast** at HCAC on October 24.
- **NC Department of Environmental Quality Secretary Elizabeth Biser** visited campus on October 26 and toured the living shoreline, Aquaculture, and NCMARTEC during a two-day training program for her staff.
- The Governor’s taskforce for offshore wind (**NCTOWERS**) met at HCAC on November 2. VP Harker is a member. I welcomed the group and led a tour of campus for guests from Siemens Gamesa and Vestas blade manufacturing companies. **Rep. Celeste Cairns** attended part of the meeting and posed for a photo with me to celebrate the General Assembly’s capital and equipment allocation for Carteret CC.



Kudos to the **Student Government Association** for sponsoring their first **Mental Health Awareness Walk** on October 21. We look forward to this being an annual event to recognize and support our students and employees and their family members who are struggling or have overcome major struggles. The SGA's **Trunk or Treat** on October 26 was an overwhelming success and a lot of fun.

All employees viewed a "Run, Hide, Fight" video and participated in an exercise to point out the importance of being observant on campus at the **October Employee Meeting** on October 27.

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 10/31/2023
SUBJECT: Corporate and Community Education November Board Report

Working closely with the staff at Newport Elementary School, we created and printed English as a Second Language (ESL) flyers to be sent home to families with children attending Newport Elementary School. We hope this outreach will increase the number of ESL students in our classes at Newport Elementary School and on campus.

We established a customized training program with Bally Refrigerated Boxes with an estimated value of \$18,000 to cover the cost of training. Training will include Lean Manufacturing Tools, Supervision, and CNC Programming.

With the recent donation of a food truck to the college, we are working to develop a course for entrepreneurs interested in starting this type of business.

Hospitality and Culinary Arts Center recently trained fourteen Jim Dandy employees in SERV Safe certification.

We are hosting NCTOWERS, the Governor's Taskforce on Offshore Wind, on our campus on Thursday, November 2. This meeting will be the final NCTOWERS meeting of 2023; a small delegation from Denmark will share their experience with developing and operating offshore wind facilities.

I presented at the quarterly meeting of the North Carolina Commerce Department's Workforce Development Board Executive Directors meeting last month. The presentation focused on workforce training opportunities in the emerging renewable energy industry sector, focusing on offshore and onshore wind workforce.

We received grant funding to develop a Commercial Fishing Academy. Funding for the grant was \$138,000 over two years. We have hired a curriculum developer to lead the course development process. Our goal is to begin offering courses in mid-2024.

Two college staff, Victoria Washington and YuShawnda Roster, were recently recognized as a "Woman of Excellence" by the local chapter of the NAACP. Both were recognized for their leadership and positive roles in the community.

In partnership with Connect Carteret, Carteret County Chamber of Commerce, and Hotel Alice, we hosted two events with Dr. Michael Barbera: Bridging the Generational Gap: Fostering a Welcoming Workplace for Young Professionals and The Psychology of Sales: Understanding Consumer Behavior and Influencing Buying Decisions.

The Small Business Center is promoting National Shop Small Business Day on Saturday, November 25, 2023. The Small Business Center is hosting a Small Business Saturday Holiday Market and Street Fair in the parking lot of the McGee Building. To date, we have 149 small business vendors registered to participate.

Our Construction Academy students participated in Construction Trades Day on Friday, October 27. Our class joined approximately 40 students from the county's three high schools for a program that included trade demonstrations and visits to active construction sites.

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees

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

DATE: 10/30/23

SUBJECT: Board of Trustee 11/08/2023 Meeting

- OER Fall stipend award to Ashley Bizzell for HUM 120, thank you to the OER committee led by Elizabeth Baker and Ed Ladenburger, and Vonda Godette, Tony Palbicke, and Johnny Underwood. Using Open Education Resource materials keeps course costs lower for students.
- Congrats to our Nursing team led by Camella Marcom and Laurie Freshwater on the successful completion of the ACEN and NCBCON site visits! One of the things shared by the visiting reviewers is that it was apparent in their community health care provider interviews how well-regarded our program and its graduates are.
- Registration for spring is rocking and rolling! At the writing of this report, we have 642 unduplicated students enrolled in spring CU courses, up 60% from this registration period last year.
- There are 4 winter term classes available. These classes will run Nov 20-Jan 3. The classes are ACA 122, ACC 120, HUM 115, and PSY 150.
- FAFSA days at the public schools will begin in November to help students navigate the new FAFSA process.
- Student Life has been very active in engaging our students and the community. We had a huge Trunk-or-Treat event on October 26th, a float in the Veteran's Day Parade on November 4th, and the Veteran's breakfast in HCAC on November 8th.
- The Distance Learning committee has renewed our efforts to assess our online courses. The committee will assess the logistical parts of the course, and deans and program chairs will then assess content.
- Applied Sciences, under the leadership of Dean Thompson is greatly expanding the accessibility of our CCP pathways. We currently offer Welding at Croatan High School, and we will offer the full welding pathway certificate starting in the Fall of 2024. In the Spring, we will be offering Information Technology courses at West Carteret High School. In the Fall of 2024, we will begin offering the full CCP IT pathway certificate on that site. Dean Thompson will be offering a Hybrid CIS 110 course on Wednesday evening at the Western Carteret library in the spring. Please help spread the word!
- I am so happy to report that the automotive shop is getting a significant increase in space thanks again to our Cindy and our facilities team who are in the process of improving the east bay of the automotive shop by filling in the pit, sealing the area from moisture, and replacing the old roll up door.



- Rob Harris is our institution's nominee this year for the NCCCS Excellence in Teaching award! He has submitted his nomination packet to the NCCCS committee, and we are proud to have him representing Carteret CC.
- The east wing of the second floor of Wayne West has gotten freshly waxed floors, new paint, and electrical upgrades to house new simulation equipment. We are so grateful to Cindi Goodwin and the facilities team for making such quick work of the room preparations. Very soon, the upgrades to the old chemistry lab will begin to house storage, and prep and repair space for the training equipment. After that, the expansion of the nursing faculty suite will begin.
- Don't forget to go see Spa Services to be pampered! The nail salon is now open on Tuesday, Wednesday, and Thursday evenings, and the hair salon is open Tuesday, Wednesday, and Thursday mornings 8am-11:30am. Thank you to our Cosmetology instructors and students who have tinted October pink for breast cancer awareness with their Peek A Boo special!
- Dean Hill and the Arts and Science faculty continue to make the most of new space and organizational opportunities. The second floor of the Bryant building has new life with ACA, Math, Communications, English, History, Psychology, Sociology, and Spanish. With all of the Sciences and Engineering now together in the 4th floor of CMAST, the teamwork and efficiency of scheduling is a great benefit to our students.
- Our QEP efforts now includes a MAPS Steering Committee made up of MAPS staff, QEP leads, and Deans. This has been a great development to help guide our work in MAPS toward accomplishing the goals of the QEP. The QEP writing team has already finalized an outline for our Sept 2025 submission. Their data efforts have been greatly aided by our Director of Institutional Effectiveness, Jonathan Tyndall. Refreshment and updates on the standards associated with the 5th Year report will begin this month.

TO: Carteret Community College Board of Trustees

FROM: Donna Cumbie, Interim Vice President of Finance & Administrative Services

DATE: October 30, 2023

SUBJECT: Board of Trustee November 8, 2023 Meeting

Financial Services

Bank Reconciliation Status Report									
	CORE BANKING			Truist			FIRST CITIZENS		
	State Funds			Institutional Funds			County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
Jul-23	08/01/23	08/02/23	\$ 168,657.75	08/02/23	08/08/23	\$ 2,254,719.92	08/01/23	08/01/23	\$ 317,205.02
Aug-23	09/01/23	09/01/23	\$ 269,672.73	09/01/23	09/15/23	\$ 2,084,193.78	09/01/23	09/01/23	\$ 385,303.97
Sep-23	10/01/23	10/02/23	\$ 205,745.34	10/01/23	10/06/23	\$ 2,294,010.19	10/01/23	10/02/23	\$ 189,890.37

Budget Update

- The NC Community College State Board approved the State Aid Allocations and Budget Policies at the October 20 meeting.
 - 4% across-the-board salary increase effective July 1, 2023 – increase and retro increase will be paid in the November 30 payroll.
 - Employer contribution rates for Health Insurance increased from \$7397 to \$7557
 - Employer contribution rates for retirement increased from 24.50% to 25.02%
- Additional Categoricals:
 - **NC Career Coach - \$87,936**
Increase access and enrollment at North Carolina community colleges to meet the state’s educational attainment goal and expand postsecondary opportunities. For North Carolina to meet its educational and economic goals, two million North Carolinians will need education and training beyond high school by 2030.
 - **Title II Adult Education and Family Literacy Act (AEFLA) Section 225, Corrections Education and Other Institutionalized Individuals (C&I) - \$27,636**
C&I programs require that funds be used to carry out AEFLA activities for criminal offenders in a correctional facility with priority given to serving individuals who are likely to leave the institution within 5 years of participation in the program.



- **Finish Line Grants - \$23,749**

Funding will be used to award emergency financial assistance for qualified students, to support college program implementation, and outreach.

- **Short Term Workforce Development Grant Program - \$9,190**

The program aims to serve eligible community college students pursuing high-demand workforce training programs within workforce pathways identified in collaboration with the Department of Commerce, leading to a State or industry-recognized credential.

- **Carryforward Funds – Unexpended budget that was available at June 30, 2023**

- Rural College Broadband Access - \$590,442
- Equipment - \$77,577
- Underserved Student Outreach & Advising - \$31,761
- Construction Academies, Building Careers - \$21,965
- Apprenticeship Expansion - \$17,683
- Summer Accelerator Grant - \$11,565

Funding Comparison				
Fund/Expenditure	2024 Allocation	PY Allocation (2023)	Change	Percent Change
STATE FORMULA ALLOCATION				
Curriculum Instruction	\$ 6,604,749	\$ 6,435,429	\$ 169,320	2.63%
Continuing Education/Occ. Extension Instruction	\$ 1,455,362	\$ 1,331,513	\$ 123,849	9.30%
Basic Skills Instruction - State	\$ 358,895	\$ 268,833	\$ 90,062	33.50%
Institutional Support	\$ 5,399,452	\$ 5,095,623	\$ 303,829	5.96%
Performance-Based Allocation	\$ 135,395	\$ 157,362	\$ (21,967)	-13.96%
Total State Formula Allocation	\$ 13,953,853	\$ 13,288,760	\$ 665,093	5.00%
STATE CATEGORICAL ALLOCATIONS				
Career & Technical Education	\$ 128,467	\$ 146,043	\$ (17,576)	-12.03%
Child Care Grants	\$ 35,198	\$ 35,600	\$ (402)	-1.13%
Small Business Center	\$ 173,357	\$ 170,102	\$ 3,255	1.91%
Customized Training Business & Industry Support	\$ 47,500	\$ 47,500	\$ -	0.00%
Equipment	\$ 487,681	\$ 498,255	\$ (10,574)	-2.12%
Instructional Resources	\$ 30,506	\$ 30,895	\$ (389)	-1.26%
Total State Categorical Allocations	\$ 902,709	\$ 928,395	\$ (25,686)	-2.77%
TOTAL STATE ALLOCATIONS:	\$ 14,856,562	\$ 14,217,155	\$ 639,407	4.50%
COUNTY ALLOCATIONS:	\$ 3,161,000	\$ 2,846,000	\$ 315,000	11.07%
INSTITUTIONAL PROJECTED ALLOCATIONS	\$ 7,072,750	\$ 7,795,359	\$ (722,609)	-9.27%
TOTAL ALLOCATIONS:	\$ 25,993,021	\$ 25,786,909	\$ 206,112	0.80%



Campus Information Technology

- Current Projects
 - Rural Broadband Project –fiber boring is currently taking place on campus. Network switch replacement will follow. More funds have been added to this grant for next year, so more to come
 - State and Local Cybersecurity Grant Program (SLCGP) funds have been spent to help upgrade network switches on campus. The awarded amount will double for next year, so we will be sure to apply again
 - Five IT employees attended the IIPS Conference held at Atlantic Beach
 - USDA equipment is scheduled to be installed starting Dec 14th through Dec 31st
 - Providing support for the ongoing Carteret Links seminars
 - The Network Core switch in WW was replaced because of a critical failure that took down the campus.

Emergency Preparedness and Security

- Current and Recent Activity
 - Staff Executive Committee
 - Holiday Committee Meeting
 - Building Captains Meeting
 - At the recent Building Captain's meeting on October 17th, we were privileged to have Assistant Chief Kelly Urban from the Morehead City Fire/EMS Department as our guest speaker. Assistant Chief Urban enlightened us about Narcan, demonstrated its proper administration, and addressed our relevant questions and concerns.
 - High School Equivalent Safety Orientation
 - Assist Dean of Student Services
 - Participated with Employee Interview Committee
 - Participated with weather briefings with NWS / Tropical Storm Ophelia
 - Representation during Fall Fest
 - Blocked off parking areas for various events
 - All Staff completed annual compliance training
 - Assisted with numerous non-campus related events
 - Conducted Fire Drills

TO: Carteret Community College Board of Trustees

FROM: Cindi Goodwin Director, Operations and Facilities

DATE: October 25, 2023

SUBJECT: Board of Trustee November 8, 2023 Meeting – Facility and Operations Updates

- The Public Safety Training Facility: SF Ballou is in the process of pouring concrete. Fencing and plant materials have been ordered and installation will start upon completion of the concrete pours.
- Civic Center/Smith Roof Replacement: Work is 95% complete. Punchlist, final walk through, and final inspection is expected by November 3.
- S2 Access Door Controls: Wayne West schedule remains as early November. Bryant doors are scheduled to arrive mid-November.
- Martec Building: Condenser and air handler are scheduled for installation in December over the Christmas break.
- McGee One Door project: Design sessions were held October 30th to gather all needs, ideas, and space functionality desired. Approximately 24 people from various departments participated in the sessions.
- Mobile units: Permits have been applied for and coordination efforts between the College, the high school and Carteret County Correctional are underway. Anticipated move schedules are expected over Christmas break (weather permitting).
- Bryant Student Center: furniture has been ordered and we anticipate December delivery.
- Joslyn Hall: Bid opening was held October 24th, review of all bids and analysis of the budget will be submitted to the Buildings and Grounds committee.
- Wayne West Health Science Simulation Center Phase II: CCC has awarded Carolina Bay Construction and Maintenance, LLC as the general contractor. Construction to start immediately. This phase will renovate the old Chemistry lab.
- BLET has moved into the planning and development phase for upgrade of power and HVAC for the Gym area. Designer contracts have been issued to Stroud Engineering.

TO: Carteret Community College Board of Trustees

FROM: Brenda Reash, Executive Director Foundation

DATE: October 31, 2023

SUBJECT: Board of Trustee November 8, 2023 Meeting Date

Fundraising and Donation & Resale Program revenue to-date for this new fiscal year is: \$209,352; 31.3% of total year budget goal.

Annual participation to support grant and fundraising efforts:

Board of Trustees – 8 of 12 = 66%

Board of Directors – 14 of 20 = 70%

The Campus Week of Giving with employees will be November 6 – 13, 2023. Last year employee participation reached 72%.

Community Relationship and Current Activities:

Foundation staff spent time this past month closing out the 60th Bash receipts, finalizing details of the golf tournament, and preparing for the Crystal Coast Wine Expo which takes place on Saturday, November 4th. Staff have also prepared over 600 - 2024 sponsorship brochures to be mailed or delivered over the next month.

Still working with a donor to complete and establish a new endowment for the Health Science Programs to use annually for equipment purchases, more information to come. This donor is also updating their Trust to include the Carteret Community College Foundation.

The Foundation table for all Culinary lunches has been filled with donors and guests.

The Foundation hosted and organized this year's NCCORD (NC Council of Resource Development) Conference the week of October 18-20, 2023. Over 82 individuals from other NC Community College Foundations were onsite all week for workshops, evening reception and dinners at local restaurants.

2023 EVENT HIGHLIGHTS

28th Annual Carteret Community College Golf Tournament – The Foundation hosted the 28th annual golf tournament at Crystal Coast Country Club. 39 different businesses were sponsors of the tournament and 20 teams participated.

Sound Discoveries Lecture Series – The Foundation hosted the Crystal Coast Stargazers for the National Observe the Moon Night on Saturday, October 21st, over 42 guests attended the event.

Crystal Coast Wine Expo – The Foundation will host the first annual Crystal Coast Wine Expo on November 4th. The expo features 7 distributors, 6 wine academy classes, and 34 unique wines for sampling and purchase that aren't available to buy retail. Tickets: [Wine Expo - Carteret Community College](#)



UPCOMING EVENTS

Mary Mikels Christmas Concert & More

Tuesday, November 28th @ 7:00 p.m. – Joslyn Hall

Enjoy an evening with Mary Mikels, a gifted soprano singer, as she takes the stage performing timeless holiday melodies that will warm your heart and light up the season. Tickets are now on sale for \$10 each and can be purchased in advance by visiting www.carteret.edu/events.

2024 Escoffier Dinner Series

Tickets for the popular dinner series are on sale now. Dates for the 2024 dinners are January 23, February 20, March 19, and April 16. Visit www.carteret.edu/events for link to buy tickets.

GRANTS

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

Grantor	Purpose	Amount			
		Requested	Pending	Awarded	Not Awarded
American Rescue Plan Act Arts Council of Carteret County	ZUZU African Dancers	\$5,000	\$5,000		
REPI	Continuing Ed	\$60,000	\$60,000		
Big Rock	Health Sciences Portable Control Station	\$51,599			\$51,599
CCAMPIS	Childcare Funding	\$420,000		\$420,000	
Department of Energy WETO Offshore Wind Center of Excellence	Wind curriculum and training	\$167,000	\$167,000		
Golden LEAF Letter of Interest	Welding	\$200,000	\$200,000		
Walmart Foundation	Student Cameras for Photography	\$3,836		\$1,400	
Lowe's SkillsUSA	Welding	\$14,921	\$14,921		
USDA NIFA	Aquaculture and Horticulture	\$649,901	\$649,901		
NC Community College High-Cost Workforce Program Start-Up Funds	Surgical Technology Program	\$449,840	\$449,840		

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees

FROM: Amanda Bryant, HR Director

DATE: October 30, 2023

SUBJECT: Board of Trustee November 2023 Meeting

Recruiting/Hiring*

Position	Replacing	Status
3 ADN Instructors 2@10-mths & 1@12-mths	Elizabeth Bell (12-mth); two new (10-mth)	Emily Tingle (12-mth) DOH 11/13; Laura Russell (10-mth) DOH 11/13: Interview pending for 3 rd position (10-mth)
Clinical Coordinator, EMS	New	Scheduling Interviews
Instructor, Radiography	New	Scheduling Interviews
Custodian	Kevin Coulston	Interviews 9/25; 2 nd interviews pending
C.N.A. Chair	New	Rhonda Piner DOH 10/30
HR Coordinator	Jo Ann Adams	Posting closed 10/27; applicants under review

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

Fiscal Year	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	8	22	28	26	17	27	5
Internal Transfer/Promo	1	7	6	7	7	1	6
Total Hires	9	29	34	33	24	28	11
Retirement	0	7	11	9	4	2	4
Resignation	4	13	13	9	12	14	5
Involuntary resignation	0	2	3	6	2	3	1
Total Terms	4	22	27	24	18	19	10

Employee Headcount and Turnover

October Headcount		October Turnover	FY24 YTD Turnover	Historical Turnover
F/T Perm Faculty	63	0%	2.42%	FY23: 13.11%
F/T Perm Staff	99			FY22: 16.36%
P/T Perm Faculty	2			FY21: 13.35%
P/T Perm Staff	1			FY20: 8.48%
Total Perm	165			FY19: 10.66%
Total Payroll	341			FY18: 6.49%

Recent Employee Departures

Position	Name	Date
N/A		



Other:

- Completed annual benefits open enrollment. 98% participation in the enrollment process.
- Continued participating in NCCCSO Core HR Team for the NCCCS strategic plan
- Co-led the HR Institute for CCFI, providing training for NCCC System college HR staff
- Led 1st session for Carteret Leadership Academy: MBTI & Emotional Intelligence (12 participants)

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees

FROM: Mr. Nathan Branson, FEC Chair

DATE: October 31, 2023

SUBJECT: Board of Trustees November 8, 2023, Meeting

- **Discussing Execution of FEC Goal Regarding Increasing Faculty Retention and Morale:** We've started research on our goal to find 5 "best practices" in terms of increasing faculty morale and retention. Our subcommittee is planning to meet on November 1st to narrow down our research question and create action items for our project. We hope to complete our research and present our "best practices" at the April 2024 FEC and also at the President's Cabinet meetings. We are trying to find research so that our conversations about morale/retention/recruiting can be informed and thoughtful.
- **Addressing the Use of Artificial Intelligence in the Classroom:** We originally had pushed for the use of Turn-It-In for the 2022-2023 academic year. Thanks to Dr. Brown and Ed Ladenburger we were able to get a contract for this software for this academic year. However, the Turn-It-In contract said our use of AI detection was limited. This was very disappointing. We've been discussing how CCC will have to use CopyLeaks as a replacement for the software we are paying for. AI detection is very important in helping faculty who use essays as a way of assessment to keep students accountable.
- The faculty is planning on inspiring our students to do their best for the final 4-5 weeks of the semester. We all know our students need endurance in order to finish the semester strong. We hope to inspire our students to do their best all the way to December.

Thank you for all you do for our students and our institution,

Nate Branson

FEC Chair

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees
FROM: Ed Ladenburger, SEC – Staff Executive Committee Chair
DATE: October 23, 2023
SUBJECT: 08 Nov 2023 - Board of Trustee Meeting

The Staff Executive Committee met on October 20th with 16 staff members in attendance.

September minutes were approved and changes to the bylaws “area reports” were approved. Due to overlap and duplication between the *Business Office* and *Finance and Administrative Services*, only one report from the *Finance and Administrative Services* will be requested and the bylaws have been changed to reflect this. The *Security* area report was added to the bylaws. The bylaws changes have been made in the bylaws document in Teams.

After recognizing that Kelly Marek’s function at Carteret Health Care as Director of Organizational Improvement may align closely with some efforts SEC has envisioned, SEC would like to offer a formal invitation to our newest BOT member to attend an SEC meeting and share her approach to Organizational Improvement, as this aligns with efforts to review CCC’s lines of communication, processes and procedures.

The Chair summarized Dr. Mancini’s comments from September’s meeting regarding the current vision and work being done on the One College/One Door goal, including contracting with a design firm. No further work or effort was desired from SEC, but discussion lead to a staff request that the chair share continued concerns that the design firm and currently scheduled “stakeholders” may not adequately address workflow and process/procedures/cross-training aspects of the plan which may be critical to success of the vision and to pending architectural designs.

Follow up -- for the leadership team: has the following suggestion been “looked into”?

A suggestion to use the same design firm to review “the green room/recording studio” was proposed (Sep. meeting), and Dr. Mancini said the leadership team would look into it.

Given the “go ahead” from President’s Cabinet and a positive response from the October BOT meeting, and Ad Hoc committee was formed to organize the crafting of an Alma Mater. This will serve as a contribution to the 60th year anniversary celebration.

Ed Ladenburger, Kevin White, Carrie Dennison, Scott Leahy, Nancy VanDoren... volunteered to form the Ad Hoc committee

Effective, open, professional communication was addressed creatively by the chair following an anonymous conversation regarding strained relationships and uncomfortable communications



(yelling...). A micro-learning presentation titled *“Embracing Productive Communication and Respect in the Workplace: A Journey towards Harmony”* was created by Chat GPT via a prompt by the Chair and modified slightly before it was shared at the SEC meeting. Discussion following the presentation included a recommendation to include something similar for Pink Days.

The next meeting of SEC: November 17, 2023 at 11:00 AM in Wayne West 322.

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees

FROM: Kristian Jenkins

DATE: 10/30/2023

SUBJECT: Board of Trustee __11/8/2023__ Meeting

1. The SGA had their first annual awareness Walk on September 21st from 11am-1pm. where we had resources on Mental Health, substance abuse, and Recovery. We had a speaker talk about their life and how recovery change it. We are looking at having this event during the week next year to hopefully have more student participation.
2. We had our 2nd annual Trunk or Treat on October 26th where we had over 35 trunks, and hundreds of kids come out. This even was a huge success.
3. Carteret CC will participate in the Morehead City Veterans Day Parade on November 4th.
4. I will be taking the SGA to the annual Fall Conference for the N4CSGA in Rocky Mount November 3-5th.
5. We will have our annual Veterans Day Breakfast on November 8th from 7:30am-9am in the Hospitality and Culinary Arts Center. This event is free for all Veterans, Active Duty and their dependents.

TO: Carteret Community College Board of Trustees

FROM: John Martin

DATE: 10/30/2023

SUBJECT: Board of Trustee ___11/8/2023__ Meeting

1. Our first ever annual Awareness Walk took place on October 21st from 11:00 am - 1:00 pm. We had resources from the community come out and support the students. Next year we hope to plan it during a weekday for more student participation.
2. The SGA has its N4CSGA Fall Conference in Rocky Mount. This event will take place on the 3rd through the 5th. We hope to be able to learn all there is from this conference.
3. The next senate meeting will be November 29th at 4:00 pm in the Bryant Student Center, room 3209.