



3505 Arendell Street, Morehead City, NC 28557 ♦ (252) 222-6000 ♦ www.carteret.edu

TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President
SUBJECT: Board Meeting: **Tuesday, November 9, 2021 at 5pm, Wayne West Building, Classrooms 229 & 230**

AGENDA

- | | | |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| I. | CALL TO ORDER
A. Ethics Statement | Chair Melodie Darden |
| II. | FOUNDATION CHECK PRESENTATION | Chair Melodie Darden
Ms. Brenda Reash |
| III. * | APPROVAL OF AGENDA | Chair Melodie Darden |
| IV. * | APPROVAL OF MINUTES (October 12, 2021; Attachment 1) | Chair Melodie Darden |
| V. | CHAIR REPORT | Chair Melodie Darden |
| VI. | NEW BUSINESS | Chair Melodie Darden |
| * | A. Proposed Mission Statement (Attachment 2) | |
| * | B. Vote to Cancel or Keep December 14, 2021 Board Meeting | |
| * | C. Consider NCSU Executive Mentor Opportunity for President | |
| VII. | NEW EMPLOYEES
A. Lauren Seymour, Chemistry Instructor | Chair Melodie Darden
Dr. Maggie Brown |
| VIII. | PRESENTATION
A. Corporate and Community Education | Chair Melodie Darden |
| IX. | COMMITTEE REPORTS | Chair Melodie Darden |
| * | A. Buildings and Grounds / Finance
(November 3, 2021 Draft Minutes, Attachment 3)
(Firing Range Next Steps; Attachment 4) | Trustee Bill Henderson
Trustee Dee Meshaw |
| X. | OTHER REPORTS
A. Foundation Liaison Report
B. President's and Executive Leadership Council Reports
(President , CCED , Curriculum , Finance , Facilities , Foundation , HR , Staff Executive)
C. Student Government Association (Attachment 13) | Chair Melodie Darden
Trustee Dr. Matt Zettl
Dr. Tracy Mancini
Ms. Autumn Gillikin |
| XI. | BOARD COMMENTS | Chair Melodie Darden |
| XII. * | ADJOURNMENT | Chair Melodie Darden |

DATES TO REMEMBER

DATE	EVENT	TIME	LOCATION
November 10, 2021	Veteran's Day Breakfast	7:30-9am	Hospitality & Culinary Arts Center
November 10, 2021	Jaki Shelton Green – Poet Laureate Workshop / Lecture	4-7pm	Hospitality & Culinary Arts Center
November 17, 2021	Big Rock Career Center Ribbon Cutting Ceremony	4:30-6pm	Big Rock Career Center
November 17, 2021	Carteret CC and American Red Cross Blood Drive	9am-2pm	Bryant Student Center

* Denotes Action Item

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



BOARD OF TRUSTEES

MINUTES OF MEETING

OCTOBER 12, 2021

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 5:00 p.m. October 12, 2021, at the Wayne West Building, Nursing Classrooms 229 and 230 on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

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

Student Government Association Present

Ms. Autumn Gillikin 2021-2022 SGA President (Zoom)

Administration Present

Dr. Tracy Mancini	President (In-Person)
Dr. Maggie Brown	Vice President of Instruction and Student Support (In-Person)
Mr. Matt Banko	Vice President of Finance and Administrative Services (In-Person)
Ms. Jo Ann Cannon	Executive Director of the President's Office / Assistant Secretary to the Board (In-Person)
Mr. Perry Harker	Vice President of Corporate and Community Education (In-Person)
Ms. Logan Okun	Director of Marketing and Public Information (In-Person)
Ms. Brenda Reash	Executive Director of Foundation (In-Person)

Administration Absent

Mr. Steve Sparks Vice President of Operations and Facilities

College Employees Present

Ms. Teresa Biggers	Chair of Staff Executive Committee (In-Person)
Mrs. Amanda Bryant	Director of Human Resources (In-Person)
Ms. Caz Chambers	Chair of Faculty Executive Committee (In-Person)
Mr. James Osika-Michales	IT Specialist (In-Person)

College Employees Absent

Mr. Richard Abell Director of Emergency Preparedness and Security

Guests Present

Ms. Hedda Bunting	WIOA Adult Career Advisor (In-Person)
Mrs. Cheryl Burke	Reporter for Carteret News-Times (In-Person)
Mr. Harvey Case	President of Carteret Health Care (In-Person)
Ms. Latesheca Johnson	Director of Workforce Readiness (In-Person)
Ms. Michelle Lee	Director of Community Relations Marketing, Carteret Health Care (In-Person)
Ms. Brooklyn Rawlins	Assistant Registrar (In-Person)
Mr. Jonathan Tyndall	Director of Institutional Effectiveness (In-Person)

A. Ethics Reminder

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

FOUNDATION CHECK PRESENTATION

A. Carteret Healthcare

Chair Melodie Darden introduced Mr. Harvey Case, Chief Executive Officer of Carteret Health Care, and Ms. Michelle Lee, Community Relations Marketing Director and Foundation representative at Carteret Health Care. Mr. Case and Ms. Lee presented a check for \$5,000 for phase two capital campaign *Invest. Ignite. Inspire.* for a commissioned student artwork naming opportunity on the College's educational shoreline walking trail.

Chair Darden explained that Carteret Health Care already supports our community through the Fred O'Dell Health Sciences Scholarship. This scholarship provides two \$1,000 annual scholarships to students enrolled in a Health Sciences program. This scholarship has been given to Carteret Community College students for ten years, totaling \$20,000 awarded. She said Carteret Health Care also supports local high school seniors interested in a career in healthcare through the F. Patrick Ausband Memorial Scholarship.

Mr. Case said the relationship that Carteret Health Care has with Carteret Community College is very important. He said the walking trail will be used by Carteret Health Care employees as well as the College's employees and the community. Mr. Case said he is proud that Carteret Health Care is contributing to the College's walking trail and looks forward to working together in the future.

Finally, Chair Darden said the College is proud of its partnership with Carteret Health Care and grateful for their efforts to support scholarships, meaningful work / lab placements, and overall health and wellness of students and community members.

APPROVAL OF THE AMENDED AGENDA

Chair Melodie Darden presented the October 12, 2021, amended agenda for approval by the Board. Amended items are as follows:

1. Chair Darden said Item VI. New Business: Image Usage Policy (Second Reading) should be an Action Item.
2. Trustee Bill Henderson said Item IX. Committee Reports: Buildings and Grounds (Foundation Paver Project) should be an Action Item.

Mr. Michael Curtis made a motion to approve the October 12, 2021, agenda as amended. Mrs. Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF THE MINUTES

Chair Melodie Darden presented the September 14, 2021, minutes for approval by the Board.

Mr. Michael Curtis made a motion to approve the September 14, 2021, minutes as presented. Mr. Robin Comer seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Melodie Darden verified that Trustees Mrs. Catherine Parker and Mr. Doug Starcke, SGA President Ms. Autumn Gillikin, and Faculty Executive Chair Ms. Caz Chambers were participating in the meeting via Zoom.

Chair Darden shared the following items:

- She thanked Mrs. Rosa Langston, Mrs. Catherine Parker, Dr. Wrenn Johnson, and Mr. Doug Starcke for attending the NCACCT Leadership Seminar with her in Wilmington on September 23, 2021. They attended workshops on Equity and Inclusion, New Trustee Orientation, Issues Impacting Rural Community Colleges, Finance 101: FTE Funding Formulas, and Community College Performance Measures. System Office President Thomas Stith spoke at the luncheon session as did political analyst John Davis, whose talk was titled “Political Trends and Public Policy Implications of the State and National Partisan Divide.” Chair Darden said they also had lunch with Mrs. Ann Whitford, who is a member of the State Board of Community Colleges.
- Chair Darden said since she had attended the Diversity, Equity, and Inclusion workshop at the NCACCT Leadership Seminar and the Belk Center’s presentation of the College’s diversity case study, she offered the following observations for the next step the trustees can take:
 - ✓ It is important to look at the data
 - ✓ They should commit to review policies with an eye toward any that might be discriminatory
 - ✓ Ongoing communication on this topic will be important
- Trustee Zettl and Chair Darden attended the Belk Center’s presentation of results of the College’s diversity case study. Chair Darden is proud of the finding that the College has “an ethic of care and hospitality” that has contributed to positive mentoring of minority populations.
- She reminded trustees to contribute to the College’s Annual Giving Fund. Chair Darden said she would like to see 100% participation from the trustees.
- Chair Darden congratulated Trustee Doug Starcke on the birth of his daughter, June Elizabeth, on September 5, 2021.
- She thanked Trustee Jenkins for serving as a judge for Corporate and Community Education Interactive Team Building workshop for a CPA firm.
- Chair Darden encouraged the Board to participate in the Strategic Planning survey and also stressed the importance of participation in the planning process.

NEW BUSINESS

A. Image Use Policy (Second Reading)

Chair Darden presented the Image Use Policy to the Board for their second reading. There was no discussion.

Mrs. June Fulcher made a motion to approve the Image Usage Policy as presented. Mrs. Rosa Langston seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

NEW EMPLOYEES

A. Mr. Jonathan Tyndall, Director of Institutional Effectiveness

Dr. Tracy Mancini introduced Mr. Jonathan Tyndall, who started on October 1, as the Director of Institutional Effectiveness. He was employed at Lenoir Community College where he earned his Associate degree before earning his Bachelor’s in Engineering at NC State University. Mr. Tyndall earned his Master’s degree in Mathematics and graduate certificate in statistics at East Carolina University.

Dr. Mancini said he taught math at Lenoir Community College for eight years before becoming the chair of the Engineering Department, while continuing to teach math. Mr. Tyndall then became the Director of Innovation and Effectiveness under the vice president at Lenoir Community College.

Mr. Tyndall thanked the Board and administration for the opportunity to work at the College. He said he was looking forward to working with everyone.

B. Ms. Hedda Bunting, WIOA Adult Career Advisor

Mr. Perry Harker introduced Ms. Hedda Bunting, who started on October 6, as the WIOA Adult Career Advisory. Ms. Bunting is a graduate of Moody Bible Institute and is enrolled in a Master's in Adult Education program at East Carolina University. She has been involved in adult education for more than thirty years and has worked as an adjunct in Corporate and Community Education since 2003.

Ms. Bunting thanked the Board and administration for the opportunity to work at Carteret Community College.

Ms. Latesheca Johnson, Director of Workforce Readiness

Mr. Perry Harker introduced Ms. Latesheca Johnson, who started in early August 2021, as the Director of Workforce Readiness. Ms. Johnson is a life-long resident of Carteret County and graduate of East Carteret High School. She also graduated from East Carolina University with a Bachelor's in Education as well as a Master's in Education. Ms. Johnson continued her education at Liberty University where she obtained an Education Specialist degree in Curriculum and Instruction. She is also enrolled in Liberty University's Education doctoral program. She has worked in the public school system and has been a licensed educator for ten years and was involved in Career and Technology Education and Instructional Technology. Ms. Johnson is the mother of Ms. CeCe Johnson, the MaST student who was named the Beaufort Teen Center Youth of the Year, Carteret County Boys & Girls Club Youth of the Year, and runner up for the Boys & Girls Club of the Coastal Plain Youth of the Year.

C. Ms. Brooklyn Rawlins, Assistant Registrar

Dr. Maggie Brown introduced Ms. Brooklyn Rawlins who is the new Assistant Registrar. She said Ms. Rawlins attended Pitt Community College and received her Associate Degree in General Education along with certifications in Early Childhood Education and Special Education. Dr. Brown said Ms. Rawlins had been employed by East Carolina University for the five years working in the College of Education and College of Business before coming to Carteret Community College.

PRESENTATION**A. Foundation**

Dr. Tracy Mancini introduced Mr. Brian Salter, Chair of Automotive Technology, by stating the Master Facilities Plan includes a Transportation Technology facility. Dr. Mancini said she is hopeful the College can begin construction of that facility if the state capital and infrastructure fund is passed. She said Mr. Salter will talk about the growth of the automotive program and the current facility. Dr. Mancini explained to the Board that a video was created by Ms. Logan Okun for a contest, and features automotive students talking about the growth of the program and the size of the current facility.

Mr. Brian Salter told the Board that the program was started about five years ago in Corporate and Community Education and had five students enrolled. He said the program has grown to be a two-year associate degree program with about twenty-one students enrolled each semester. Mr. Salter explained the program is currently using the old Carteret Tire building for instruction but that the program has outgrown the building.

Mr. Salter introduced current student Mr. Grant Seaton, who shared his learning experience with the Automotive program. He said the building is getting crowded but Mr. Salter does an excellent job with teaching the students. Mr. Seaton currently works at Mike Toler dealership in Morehead City and thoroughly enjoys it. He credits his success to the automotive program.

Mr. Salter shared a video made by student Mr. Gregg Tilley. In the video, Mr. Tilley talked about his life-changing experience with the automotive program. He spoke highly of the program and the instruction by Mr. Salter. Mr. Tilley, like student Mr. Seaton, credits his success to the automotive program and the level of instruction he received as a student.

Finally, Mr. Salter shared the video made by Ms. Logan Okun for the Channellock competition. Ms. Okun gave a brief overview of the Channellock video by saying that Mr. Salter sent her information regarding Channellock tools and the Channellock Trade School Trade-up Competition. She said the competition involves schools creating a short video about their program and how a makeover would help the program with instruction and growth. Ms. Okun said the College's Automotive Technology program video was submitted on October 5, 2021. Three finalists will be selected by Channellock on October 20, and those finalists will be notified that their videos will be posted on Facebook for online voting.

COMMITTEE REPORTS

A. Buildings and Grounds (Foundation Paver Project)

Trustee Bill Henderson reported the Buildings and Grounds Committee met on October 5, 2021, to discuss and recommend approval from the full Board regarding the Foundation Paver Project fundraiser.

Dr. Tracy Mancini explained that the paver project is a fundraising activity sponsored by the Foundation. She said that in the past, the Foundation sold pavers that people could get engraved in honor of a loved one or graduates could buy. These pavers would become a permanent part of the campus. Dr. Mancini said Ms. Brenda Reash and Mr. Nathan Beasley, Horticulture Technology program instructor, worked together with his class to design a paver sidewalk that will go across the front of the Foundation building. Currently, there is not a way to cross from the sidewalks to go in the Foundation building. This paver sidewalk will allow a convenient entrance to the Foundation. She said the Horticulture class will be doing all of the paver installation as part of their landscape and construction component of the degree. The class can start on the project next summer since it will fall within their course schedule.

Ms. Reash explained the project will take approximately 1,500 pavers at approximately \$100-150 per paver to complete the sidewalk. She said *Tagg We're It* in Havelock will do the paver engraving. Ms. Reash said the funds would be raised by Spring 2022 to construct the project, which is estimated at \$12,500 to \$15,000.

Dr. Mancini explained between 100 and 150 pavers could be sold by Spring 2022 to complete the cost of the project. She said once the paver project is completed, this would be an ongoing fundraiser which could raise approximately \$150,000.

Motion came from the Buildings and Grounds committee with the recommendation to approve moving forward with the Foundation Paver Project fundraiser. Without further discussion, the motion was unanimously approved by voice vote.

Mr. Bill Henderson asked the trustees to review Mr. Steve Sparks' report on page 15 of the Board meeting packet. He said he wanted to bring attention to the following items which were discussed at the October 5, 2021, Buildings and Grounds Committee meeting:

- The marquee is now in the production stage and expected delivery date is the end of December 2021 or the first of January 2022.
- The recombination of two parcels to comply with the city sign ordinance for the new marquee has been completed and accepted by the city.
- The College now has enough funds to complete the next phase of the walking trail.
- The final payout for the completion of the Hospitality and Culinary Arts Center is still under review but should be paid next week.

B. Finance (Performance Bonus)

Trustee Dee Meshaw reported the Finance Committee met on October 5, 2021, to discuss and recommend approval from the full Board regarding the 2020-2021 Performance Funding bonus for eligible full-and part-time permanent employees including county employees.

Mrs. Meshaw explained the amount of the bonus is based on NC Community College System Performance Measures report and the amount of performance funding given to the College. She

said, if approved, permanent employees will receive a one-time bonus of 1.98% of their annual income in their October 29, 2021 paycheck. She said the bonus eligibility is based on the refined performance bonus criteria that were approved by the Board of Trustees in Spring of 2020.

Mrs. Meshaw reviewed the Performance Bonus for FY 2021-2022 handout that was given to trustees at this Board meeting. She explained the bonus total includes the state allotted amount of \$123,804, county funding in the amount of \$11,940, and institutional funding in the amount of \$9,571, which totals \$145,297 in bonus funding payment.

Motion came from the Finance Committee with the recommendation to approve the 2020-2021 Performance Based Funding One-time Bonus in the amount of 1.98% to all permanent employees, both part-time and full-time, including county employees. Without further discussion, the motion was approved by voice vote.

OTHER REPORTS

A. Foundation Liaison Report

Dr. Matt Zettl had no report.

B. President's and Executive Leadership Council Committee Reports

Dr. Tracy Mancini explained that students and faculty are on fall break this week, but that staff are on campus.

Dr. Mancini shared the following highlights from Executive Leadership Council reports:

- She said the Strategic Planning Team met on October 8, 2021, with assistance from the Belk Center to work with the College survey data on the current mission, vision, and values and to start the development of the Strategic Plan. The first step is to draft a proposed mission statement for approval and adoption by the Board of trustees. This proposed mission statement will be circulated soon and revisions will be made in time to present the new proposed statement to the Board of Trustees for approval at the November Board meeting.

Dr. Mancini said the next step to developing the College Strategic Plan is to schedule several topical convenings to gather "white papers" with information pertaining to the following:

1. Economic development and workforce in the county
2. Educational pipeline from public schools to community college to universities
3. Healthcare and the future of health technology and simulation in health science education
4. Industry and construction technology and change we can expect to see in the next five years

Dr. Mancini said there will be three to four panelists at each topical convening. After each convening the two-to- three-page white paper will be written to summarize the ways in which the information should inform our strategic planning going forward. She said the trustees will be invited to all sessions, which are expected to take place near the end of October or beginning of November.

She said the next step to the strategic planning process takes place in January 2022 when the Belk Center will return to help us make use of the white papers we are producing and the rest of the SWOT feedback. They will host a session to determine the College's strategic priorities and goals.

Dr. Mancini said the final step will be to present a final Strategic Plan to the Board of Trustees for approval and adoption at the April 2022 meeting.

- Dr. Mancini shared with the Board the College's Estimated FTE report for Fall 2021, which was due on October 7, 2021 and submitted by Mr. Jonathan Tyndall. She shared an FTE report created by Mr. Tyndall which shows the actual and estimated fall enrollment for curriculum and continuing education for 2016-2021. Dr. Mancini reported the estimated FTE submitted for Fall

2021 was up for both curriculum and continuing education. She felt the FTE was up for Fall 2021 due to the vigorous enrollment campaign the College promoted.

- She said the College continues to require masks on campus and monitor the COVID cases. Currently we have two active cases and seventy-two inactive.
- Dr. Mancini said on September 30, 2021, a Belk Center team presented a draft report of the Diversity, Equity, and Inclusion (DEI) Case Study they conducted for the College. We hope to share the final report later this month.
- She reported the College was accepted into a new program called R.E.A.C.H. (Racial Equity for Adult Credentials in Higher Education) offered through the NC Community College System partnership with the Lumina Foundation. Carteret applied for this program specifically to work on our adult education and ESL (English as a Second Language) programs to help the rates of completion success for those programs so students can move forward in our credential and degree programs.
- Dr. Mancini reported the College received a letter from System Office President Thomas Stith acknowledging our above excellence level performance on the basic skills measurable skills gain for 2020-2021. This means that the College will get a green light for our basic skills performance measures for next year. She said the statewide average is 42 percent skills gains and Carteret's was 45.6 percent.
- She reported the College received a letter from CoAEMSP which is the national accreditation body for the Emergency Medical Science program. The College is not yet nationally accredited but we are under a review of program performance indicators for three years. The agency will visit the College and give us final accreditation hopefully within the next year.
- Finally, Dr. Mancini reported the President's Association is sponsoring a *58 in 58* campaign trying to get all of our legislators to visit the 58 community colleges in 58 days. Carteret has a commitment from Representative Pat McElraft for a visit on October 29, 2021, and we hope to have Senator Norman Sanderson visit as well. Trustees will be invited for the visit.

C. Staff Executive Committee

Ms. Teresa Biggers presented the Staff Executive Committee report, which was included in the Board packet.

BOARD COMMENTS

Chair Melodie Darden invited the trustees to make any observations or comments they would like to make.

Mr. Bill Henderson said he was impressed with Mr. Brian Salter's Automotive program.

Mr. Robin Comer said he would like to see the College explore the need to fill county workforce shortages in electrical, plumbing, HVAC, and other trades. Mr. Comer and the Board challenged the College to recruit and retain students and faculty who can help fill the gap of skilled trades workers in the community. Dr. Tracy Mancini said the College recognizes the disconnect between employer need/customer demand and student/faculty interest in these programs. She said the College pledges to strategize and to address this challenge to serve community need and will give the Board updates as the College progresses.

Mrs. Mary Charles Jenkins thanked Carteret Health Care for their generous donation toward the walking trail. She also welcomed the new employees.

Mrs. Catherine Parker said she was impressed with Mr. Brian Salter's Automotive presentation and she learned a lot about the program. She also agreed with Mr. Comer that the College should offer more vocational programs. Mrs. Parker thanked the faculty and staff for all their hard work and appreciates their efforts.

Mr. Doug Starcke did not comment.

Dr. Wrenn Johnson said she enjoyed Mr. Brian Salter’s Automotive presentation and also agreed with Mr. Comer that the College should offer more vocational programs.

Mrs. Rosa Langston said she also agreed with Mr. Comer regarding vocational programs and discussed the possibility of apprenticeships for those programs. She said she loved the idea of the Foundation Paver Project fundraiser.

Mrs. June Fulcher said, like other Board members, she agreed with Mr. Comer about the College offering more vocational programs.

Mrs. Dee Meshaw said she was very proud of the FTE the College has earned and appreciates the faculty and staff working so hard to raise it.

Dr. Matt Zettl said he also agreed with other Board members regarding vocational programs. He enjoyed the Automotive presentation and said he was glad the hospital was recognized for their partnership with the College.

Mr. Mike Curtis thanked Carteret Health Care for their generous donation toward the College’s walking trail. He also agreed with Mr. Comer regarding vocational programs.

Finally, Chair Darden said she is happy the Board approved Phase 2 of the Compensation Plan. She said she is hopeful the state budget will include a salary increase for faculty and staff.

ADJOURNMENT

There being no further business to come before the Board, Mr. Michael Curtis made a motion to adjourn the meeting at 6:50 p.m. Mrs. Rosa Langston seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Tracy J. Mancini, Secretary of the Board of Trustees

Date

Melodie Darden, Chair of the Board of Trustees

Date

Current Mission Statement

Carteret Community College offers opportunities for lifelong learning through high quality traditional and distance learning teaching, training, support, and enrichment with the intended purpose of improving the quality of life for all citizens of Carteret County and eastern North Carolina.

Proposed Mission Statement

Alternate, Proposed 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
JOINT BUILDINGS AND GROUNDS AND FINANCE COMMITTEE
MINUTES OF MEETING
NOVEMBER 3, 2021

I. CALL TO ORDER

A. BUILDINGS AND GROUNDS COMMITTEE

Mr. Bill Henderson, Building and Grounds Committee Chair, called the meeting to order at 4:35 p.m. on November 3, 2021, in the McGee Boardroom and via Zoom, Carteret Community College, Morehead City, North Carolina.

Buildings and Grounds Committee Members Present

Mr. Bill Henderson, Chair (In-Person)
 Mr. Robin Comer (In-Person)
 Mrs. Mary Charles Jenkins (In-Person)
 Mrs. Melodie Darden, Ex-officio (In-Person)
 Mrs. Catherine Parker (Zoom)
 Mr. Doug Starcke (Zoom)

Buildings and Grounds Committee Members Absent

Mr. Michael Curtis

B. FINANCE COMMITTEE

Mrs. Dee Meshaw, Finance Committee Chair, called the meeting to order at 4:35 p.m. on November 3, 2021, in the McGee Boardroom and via Zoom, Carteret Community College, Morehead City, North Carolina.

Finance Committee Members Present

Mrs. Dee Meshaw, Chair (In-Person)
 Mr. Robin Comer (In-Person)
 Mrs. Melodie Darden, Ex-officio (In-Person)
 Mr. Robin Comer (In-Person)
 Mr. Bill Henderson (In-Person)
 Dr. Wrenn Johnson (Zoom)
 Mrs. Catherine Parker (Zoom)
 Mr. Doug Starcke (Zoom)
 Dr. Matt Zettl (In-Person)

Administration Present

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

II. FIRING RANGE NEXT STEPS

Dr. Tracy Mancini explained the College is seeking committee recommendation to request a lease from the Carteret County Commissioners to extend the current firing range agreement and to utilize additional property on that parcel for a second firing range. If approved, this recommendation would be presented to the full Board at the November meeting.

Mr. Steve Sparks gave an overview of the work and repair of the existing firing range. He also presented one possible rendering of a second firing range.

Discussion ensued.

Mrs. Mary Charles Jenkins made a motion to recommend pursuing a lease of the entire property for a longer term for current and future use by the College. Mr. Robin Comer seconded the motion. Without further, discussion the motion was unanimously approved by the Buildings and Grounds Committee by voice vote.

III. UPDATES

Plant Operations:

Mr. Steve Sparks gave an update of the following:

- Walking Trail
- Basic Law Enforcement and Training (BLET) Building
- Howard Building
- MARTEC
- Smith Building
- Parking Lots
- Grounds
- Building Roofs

Budget:

Mr. Matt Banko gave a brief budget update, stating a state budget has not yet been approved.

IV. ADJOURNMENT

A. BUILDING AND GROUNDS COMMITTEE

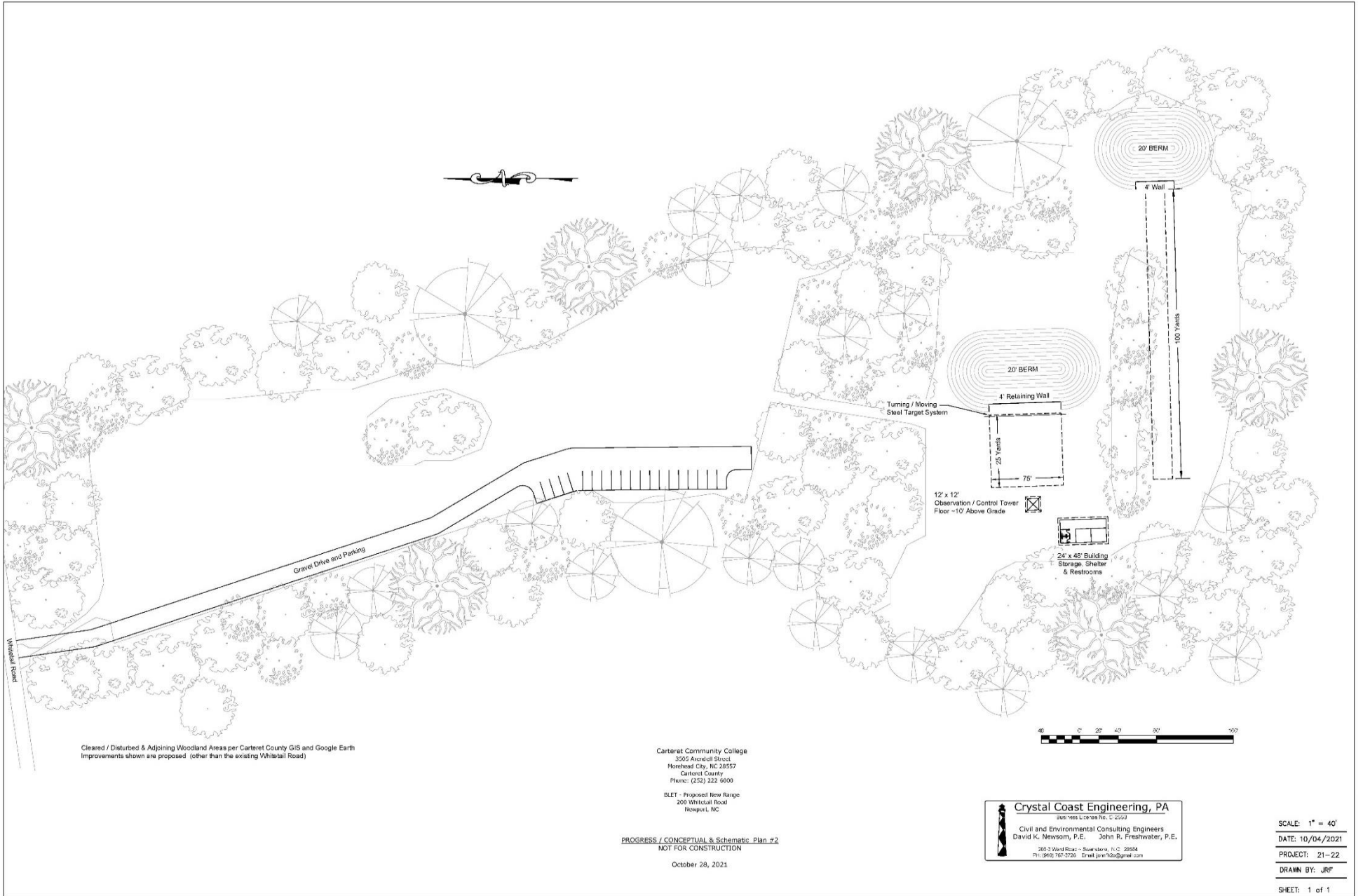
There being no further business to discuss, Mr. Robin Comer made a motion to adjourn the meeting at 5:35 p.m. Mrs. Mary Charles seconded the motion. Without further discussion the motion was unanimously approved by voice vote.

B. FINANCE COMMITTEE

There being no further business to discuss, Mr. Bill Henderson made a motion to adjourn the meeting at 5:35 p.m. Dr. Matt Zettl seconded the motion. Without further discussion the motion was unanimously approved by voice vote.

Submitted by:

Ms. Jo Ann Cannon
Executive Director of the President's Office
Assistant Secretary to the Board of Trustees
November 4, 2021



TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: November 4, 2021
SUBJECT: Board of Trustees November 9, 2021, Meeting

The **strategic planning team** for the College has been working steadily and engaging a broad base of stakeholders in the process. In addition to work on a revised mission statement, the team planned and hosted “topical convenings” to hear about trends and potential developments in industries and sectors that should inform our efforts to set strategic priorities and goals for the next five years. More than 30 people participated in the Education Pipeline convening held on Tuesday, November 2. Convenings about healthcare, economic development/workforce trends, and construction trades are scheduled over the next several weeks. The next phase of the strategic planning process will take place on **Friday, February 11**. Drs. Ken Ender and Kim Sepich from the Belk Center will facilitate the meeting.

I encourage you to peruse the updates in all of the leadership team reports in your board packet if you have not already done so. Carteret Community College is conducting **amazing teaching, learning, fundraising, and outreach activities** on campus, in our classrooms, and in the community. In particular, please note

- The NC Community College System’s Small Business Center Network has selected Carteret CC’s Small Business Center for the **State Innovation Award for Services and Collaboration** for work on the **For ME (Minority Entrepreneur) program**. The program offers business training, technical assistance, and networking for minority small businesses.
- The College hosted a successful **Construction Trades Day** October 22, with Carteret County Public High Schools. More than 60 students from area high schools and the College’s Adult High School program participated in tours of Welding, Masonry, HVAC, Diesel/Heavy Equipment, and Boat Manufacturing programs. Jim Henderson of the Home Builders Association provided students with an overview of industry opportunities. After lunch, students visited construction sites with their high school Career Development Coordinators.
- The College is still awaiting a state budget. Spending is on target for county expenditures and in line with last year’s state budget.

The College has been awarded a second **USDA Distance Learning and Telemedicine grant for \$508,751**. These funds will allow us to upgrade additional classrooms on campus and place IT/AV equipment at partner sites throughout the county, including Hope Mission/Peer Recovery Network, Beaufort Housing Authority, Broad Street Clinic, MirIAM, Carteret Correctional Center, and Atlantic Elementary School. The effort aligns with our commitment to expand the College’s ability to meet current and prospective learners where they are and to address barriers to education and training.

The total number of campus-related **COVID-19** cases to date is 77. There are currently no active cases. In the hope of ending fall semester and beginning spring semester strong and healthy, the College will continue to require masks inside campus buildings through Friday, January 14, 2022.

To recognize **Veterans Day** and honor and thank those who have served and defended our country, we will host a Veterans Breakfast on Wednesday, November 10, from 7:30 – 9 a.m. at the Hospitality and Culinary Arts Center. All Carteret County veterans are invited to attend.

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: November 1, 2021
SUBJECT: Corporate and Community Education Board November 9, 2021 Report

The Basic Skills department exceeded the state Measurable Skill Gains rate for the 2020-2021 program year. Measurable Skill Gains are an important indicator of our Basic Skills students' progress and success. The statewide rate or goal was 42%, and Carteret's rate is 45.6%, exceeding the state goal. Congratulations to the hard-working and dedicated Basic Skills faculty and staff on this outstanding achievement.

At this month's NCWorks Virtual Partnership Conference, Governor Roy Cooper virtually presented The Governor's Award of Distinction for the WIOA Young Adult to Makayla Gaitan. Makayla was selected from among several nominated youths across the state.

Carteret Community College has been accepted into the REACH (Racial Equity for Adult Credentials in Higher Ed) Collaborative initiative. North Carolina has joined the nationwide network of dedicated programs across the United States to increase credential completion for adult learners of color. The primary focus of this project will be Adult Basic Education and English as a Second Language classes.

At this year's Annual NC Small Business Center annual conference, our Small Business Center was selected from among the 58 centers and received the state's Innovation Award for Services/Collaborations for the creation and successful implementation of the For ME (Minority Entrepreneurs) Networking group. The group meets monthly to allow businesses to network and participate in training.

The Small Business Center is partnering with local businesses to promote National Shop Small Business Day on Saturday, November 27, 2021. The goal is to encourage shopping at small businesses throughout our county.

Rick McCormac, Director of Workforce Training, has been accepted into the North Carolina Community College Leadership Program.

We submitted a nomination of Veneer Technologies to the State Board of Community Colleges for the 2022 Distinguished Partners of Excellence award. This award honors a company and its community college partner whose joint efforts have resulted in significant economic development benefits to the company and the community. We are hopeful the state recognizes the many significant contributions to workforce development made by Veneer Tech in partnership with the college.

An interactive team-building class is scheduled for November for the local North Carolina Agricultural Cooperative Extension staff. The staff will receive cooperative teamwork awareness training while experiencing a culinary event.

The Bridge Down East has completed building renovations to add a classroom for Carteret CC classes. In addition, the classroom is equipped with distance learning technology and laptops. It is our goal to increase our class offerings at the facility.

Students from all three county high schools and Basic Skills students attended Construction Trades Day Friday, October 22. A representative from Carteret County Homebuilders spoke to the participants about careers in the construction trades. In addition, the students toured the Vocational Shops in the McGee Building and Marine Trades in MARTEC.

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 11/02/21
SUBJECT: Board of Trustee November 9, 2021 Meeting

Our Food Service Technology, Hospitality, Culinary, and Baking & Pastry programs were featured on a NCCCS Perkins Career Pathways webinar. The successes of the program, high school to degree pathways, and regional partnerships were highlighted and well-received.

It is a very exciting time for our boat building students! The students have completed their introductory wood working and composites classes and are now learning how to apply and combine those foundational skills into practical industry application. The students assembled a strongback (foundation) and jig (framing and structure) for a 17' skiff designed by Salt Boatworks. The construction method for this skiff is cold molding, which is a combination of marine grade plywood, epoxy and fiberglass to construct a one of a kind custom boat. This construction method is used by our local industry partners such as Jarrett Bay Boatworks and Winter Custom Yachts. As the students continue this build through the Spring semester they will combine other mass production construction methods used by Parker Offshore and Jones Brothers Marine. This means our students will gain valuable knowledge and experience in a wide range of boat manufacturing methods and technologies. We are confident this hands-on experience and knowledge will provide a strong foundation for their entry into the workforce and a variety of opportunities for continued growth while reflecting positively upon CCC.

Our own Bena Weires, NCWorks Career Coach and Skills USA Coordinator, has been honored this month by being selected as the 2021 ACTE Lifetime Achievement Award winner for Region II for her efforts in increasing student awareness of Career and Technical programs and Careers.

Our Health Science programs have been in successful accreditation maintenance this semester. EMS – all CoAEMSP thresholds met for 2019; Radiography – all JRCERT thresholds met for 2020; Respiratory Therapy -- all CoARC thresholds met for 2021, RRT advanced practitioner exam pass rate for 2021 graduates is 100%

Carteret Community College has entered into UNCW's CCURE partnership to offer an undergraduate research class to our students. Our Biology instructor Quent Lupton, will be the instructor. Our students will be dual enrolled at UNCW and earn credit for their successful completion of the course. The first CCURE class for Carteret CC will be offered Spring 2022.

TRiO Currently has 98 students enrolled in the program.

We will be celebrating National First-Generation Day on 11/8/21 to commemorate the anniversary of the Higher Education Act of 1965, encouraging colleges and universities across the country to celebrate the successes of the institution's first-generation faculty, staff, and students. There will be a hanging Gallery of TRiO Scholars, Staff, and Faculty who are considered as First Gen students. TRiO will also host a First-Generation Lunch and Learn Panel on 11/9/21 to discuss ways we can continue providing services and assist students in navigating the Community College System.

-Workshop Activities: 2 Workshops Completed this Month: Focus on Financial Aid and Cite Your Sources
-Transfer Trips: East Carolina University & Fayetteville State University

The library now has 40 laptops and 20 hotspots for students to borrow. By the end of the semester, we aim to have other technology (purchased through grant award available for loan as well.

We had a successful Fall Fest on 10/26/21 with an obstacle course, a human foosball game, live music and food trucks. We had funnel cakes as well! Students, faculty and staff loved the ability to be together after not being able to have Fall Fest last year because of COVID.

Recruiting and Admissions staff held 4 information sessions in the evenings at Gramercy, West, East, and Croatan with around 100 total participants. Admissions, financial aid, and career coaches met with students at East, Croatan, and West to help students with applications and FASFAs. Nine high school senior English classes participated

Other October/November recruiting and Admissions events:

We had a successful partnership with CCPS to host the CACRAO Career Fair with around 150 attendees. We attended the Career Fair at Cherry Point.

We also presented to women participating in the Recovery class through ConEd.

150 middle and high school students participated in the Annual Construction Day and Manufacturing Days.

Upcoming events:

November 6th 11-6 Cape Carteret Fall Festival

November 10th 8:15-11:45 West Carteret Hospitality Visit (West Carteret HS students from Hospitality Academy in Hospitality Center)

November 19th 8:30-2:00 Farm to Table Day (8th grade students from CCPS touring Aquaculture, Horticulture, Baking and Pastry, and Culinary)

Beginning program tours for evening Basic Skills classes and continuing tours for day time Basic Skills students.

TO: Carteret Community College Board of Trustees
FROM: Matt Banko, Vice President of Finance & Administrative Services
DATE: November 2, 2021
SUBJECT: Board of Trustee November 9, 2021 Meeting

Financial Services

Bank Reconciliation Status Report									
	CORE BANKING			BB&T			FIRST CITIZENS		
	State Funds			Institutional Funds			County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
Mar-21	04/01/21	04/05/21	\$ 445,445.29	04/01/21	04/29/21	\$ 391,165.54	04/01/21	04/05/21	\$ 219,503.73
Apr-21	05/03/21	05/06/21	\$ 438,379.02	05/03/21	05/20/21	\$ 344,490.13	05/03/21	05/07/21	\$ 717,736.15
May-21	06/02/21	06/09/21	\$ 316,633.22	06/02/21	06/03/21	\$ 142,894.76	06/02/21	06/09/21	\$ 478,710.69
Jun-21	07/01/21	07/06/21	\$ -	07/01/21	07/20/21	\$ 503,321.66	07/01/21	07/06/21	\$ 47,088.57
Jul-21	08/02/21	08/09/21	\$ 354,715.51	08/02/21	08/09/21	\$ 482,019.10	08/02/21	08/09/21	\$ 714,706.49
Aug-21	09/01/21	09/07/21	\$ 518,675.57	09/01/21	09/07/21	\$ 1,173,647.36	09/01/21	09/03/21	\$ 443,277.82
Sep-21	10/4/2021	10/8/2021	\$ 347,810.43	10/4/2021	10/11/2021	\$ 313,884.73	10/4/2021	10/6/2021	\$ 240,804.96

Expenditure Update

- The College continues to wait on the State budget to be completed
- State, County and Institutional expenditures are at expected levels
 - State operating expenditures are in line with last year’s expenditures
 - County expenditures in line with county appropriation
 - Pell, HEERF and other financial aid distributed to student accounts
- 2021 year-end Financial Statement information provided to appropriate state entities

Campus Information Technology

- Current Projects
 - Digital Sign (repairs need to be made to stand before new sign can be installed)
 - Virtual servers have been migrated over to new servers
 - Final Phase 1 USDA grants carts delivered first week of November
 - Colleague to the Cloud migration ongoing. Go live date in January 2022
 - Upgrading older computers around campus to solid state drives to prolong usability
 - Twenty laptops provided to Library for checkout program
 - Manage Engine is being utilized for imaging and managing PC’s across campus
 - Assessing cloud storage options for disaster recovery purposes
 - Fully implemented Multi Factor Authentication (MFA) to employees
 - Four members in IT attended IIPS conference for professional development


Emergency Preparedness and Security

- Current and Recent Activity
 - Provided orientations for Adult High School, High School Equivalence
 - Performed safety walk-through for Big Rock Center
 - Submitted the annual Campus Safety Security Survey report due October 13

- Setup for Cancel Society *Relay for Life* as well as Fall Festival sponsored by SGA
- Serving on Morehead City Veterans Day Committee held November 6
- Replaced old Quick Reference Safety Guides with new poster format

COVID-19/HEERF Funding

- Updated webpage providing further student and institutional funding details
- Waiting on state budget to inform the use of HEERF institutional funds

 CARTERET COMMUNITY COLLEGE	HEERF I Funds The Coronavirus Aid, Relief, and Economic Security Act (CARES Act)	HEERF II Funds The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)	HEERF III Funds The American Rescue Plan (ARP)
Deadline to Spend Funds <i>*1 year no cost extension available</i>	April 23, 2021	May 11, 2022*	May 11, 2022*
Student Funds Received	\$387,473	\$387,473	\$1,680,461
Student Funds Spent (as of September 30, 2021)	\$387,473	\$347,121	\$138,996
Institutional Funds Received	\$387,473	\$1,168,558	\$1,578,845
Institutional Funds Spent (as of September 30, 2021)	\$387,473	\$1,054,073	\$106,716
Strengthening Institution Program Funds Received	\$38,286	\$63,230	\$140,899
Strengthening Institution Program Funds Spent (as of September 30, 2021)	\$38,286	\$63,230	\$27,820

TO: Carteret Community College Board of Trustees
FROM: Steve Sparks, Vice President, Operations and Facilities
DATE: November 2, 2021
SUBJECT: Board of Trustee November 9, 2021 Meeting

- The Greenhouse pad for the rainwater collection tank is scheduled to be poured. Final inspection is expected to be complete in December.
- The College has determined the initial scope and cost projections for the BLET renovation was out of reach. The college is working with Clark Nexsen Architects to scale down the project and achieve the programs main priorities. A final scope and drawing to send to bidders are expected soon.
- The College is partnering with the County on the existing firing range to remove the large vegetation on the berm and fill the voids under the wooden wall on top of the berm. The old tower will be removed and soil will be used to elevate the training area. The County will supply the equipment and labor. The College will supply the soil.
- The College met with the Assistant County Manager and Crystal Coast Engineers at the proposed location of the new firing range to determine the best location that would allow for future use of the land in the area. An interpretation of the range and preliminary budget was discussed.
- The boiler replacement at the MARTEC, 10-ton roof top unit at Smith, and condenser unit at Howard have been ordered. An evaluation of the Civic Center elevator has been conducted and we are waiting on the outcome.
- I attended the 2021 ACCFO Conference in Asheville, NC and was voted the next President of the organization.

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: November 1, 2021
SUBJECT: Board of Trustee November 9, 2021 Meeting

Capital Campaign – To-date \$3,856,849 has been raised/pledged.

Dr. Mancini and I continue to make connections in the community to reach new donors. Please forward or help introduce us to prospective donors. A goal has been established to continue raising funds to reduce the foundation’s debt from the recent construction.

To-date Fundraising and Donation & Resale revenue for this fiscal year is: \$100,213; 27.65% of total year budget goal.

Community Relationship and Current Activities:

Meeting with private donor to consider a matching gift challenge to help raise professional development funds for faculty and staff.

2021 Golf Tournament – 24 teams filled all available slots, **net** revenue (unrestricted funds) as of November 1st: \$15,510

Events

- North Carolina’s Poet Laureate, Jaki Shelton Green, will be on campus November 10th in the Hospitality & Culinary Arts Center for a workshop hosted by the Foundation.
- Carteret CC Blood Drive November 17th, Bryant Student Center.

Grants

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

Grantor	Purpose	Amount Requested	Pending	Awarded	Not Awarded	Expected Notification
USDA Distance Learning and Telemedicine Grant	Classroom upgrades and	\$960,546		\$960,546		
USDA Agriculture and Food Research Institute Education and Workforce Development	Aquaculture	\$481,475		\$481,475		
Anonymous	Trail	\$125,000		\$50,000		
SAIHE	Financial Aid	\$387,000	\$387,000			
State Library of North Carolina	Library equipment	\$25,000		\$25,000		
USDA Distance Learning and Telemedicine Grant	Classroom upgrades and	\$585,074		\$585,074		
Truist	Culinary Building Name	\$1,500,000				
Big Rock	trail (naming)	\$200,000	\$200,000			October 2021
2021 Women's Fund of North Carolina	Crucial Conversations training	\$5,000			\$5,000	September 2021
2021 Carteret Community Foundation	Lecture Series	\$5,000	\$5,000			October 2021
Racial Equity for Adult Credentials in Higher Ed (REACH)	initiative to support colleges in increasing credential completion for adults from communities of color in North Carolina	The \$500,000 from the Lumina foundation will be distributed to participating NCCCS after a needs assessment is complete.		The \$500,000 from the Lumina foundation will be distributed to participating NCCCS after a needs assessment is complete.		
NRA State Grant	Turning Target System for firing range	\$140,000				
Beaufort Ole-Towne Rotary	capital campaign	\$5,000				
Totals		\$4,064,095	\$387,000	\$2,102,095		

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: November 1, 2021
SUBJECT: Board of Trustee November 9, 2021 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Maintenance Tech I	Michael Salter	Possible interviews 11/8
Instructor, Medical Assisting	Angelia Carr-Grady	Andrea Joyner DOH 11/1/21
Chair, Public Services Technology	Susan McIntyre	Interviews 11/5
Instructor, Nursing (10-month)	Mary Briley	Interviews 10/15 & 11/3
Clinical Coordinator, Radiography	Carla Williams	Applications pending committee review
Custodian	Brandon Rayner	Closed 10/29
Cashier	Omelia Carter	Interviews 11/12

*Excludes Adjunct part-time, temporary job postings

Historical Data:

Fiscal Year	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017
New Permanent Hires	13	26	17	27	5	12
Internal Transfer/Promo	3	7	7	1	6	3
Total Hires	16	33	24	28	11	15
Retirement	4	10	6	2	4	4
Resignation	5	9	12	14	5	11
Involuntary resignation	1	4	2	3	1	3
Total Terms	10	23	20	19	10	18

Employee Headcount and Turnover

October Headcount		October Turnover	YTD FY22 Turnover	Turnover Rate
F/T Perm Faculty	63	0%	6.06%	FY21: 13.35%
F/T Perm Staff	98			FY20: 8.48%
P/T Perm Faculty	2			FY19: 10.66%
P/T Perm Staff	4			FY18: 6.49%
Total Perm	167			FY17: 10.98%
Total Payroll	343			

Recent Employee Departures

Position	Name	Date
Custodian	Brandon Rayner	9/29/21

TO: Carteret Community College Board of Trustees
FROM: Teresa Biggers, SEC- Staff Executive Committee Chair
DATE: November 1, 2021
SUBJECT: Board of Trustee November 9, 2021 Meeting

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

Chair - Teresa Biggers, Co-Chair - Bianca Abell, Secretary - Devon Willis

On Friday, October 29th the SEC-Staff Executive Committee held its third meeting for the 2021-2022 fiscal year. We had 19 staff attending via ZOOM. There were 132 employees invited to the meeting.

The attendees were reminded the purpose of the Staff Executive Committee is to represent all non-teaching staff on matters of general concern and advise the President's Cabinet on matters affecting staff welfare, development, and governance and all non-teaching staff may contribute to the items on the agenda.

One of the goals the SEC would like to accomplish this year is better communication amongst staff members at CCC. In response to a previous survey we created in reference to communication, the SEC Committee Officers have created a safe place for all staff members to anonymously leave comments, suggestions or concerns they may have with an option to leave their names if they choose. The SEC now has an online "Anonymous SEC Communication Box". Any comments, suggestions or concerns staff leave will then be reviewed by the SEC Chair and brought up for discussion at future SEC meetings or if staff have any direct questions the SEC will reach out to the subject matter expert for the answers. The link to the Anonymous SEC Communication Box will always available to staff.

As a result of one of our recent surveys, a staff member said, "I think there needs to be a more in-depth discussion on Pink Days". The staff member asked for it and we listened! Amanda Bryant was our guest speaker at the October 29th SEC meeting and this was the staff's opportunity to ask, suggest, or comment about anything "Pink Days" related to Professional Development. Staff were also asked to take this opportunity to volunteer on the "Pink Days" Committee starting in January and let Amanda know they were interested. We had three staff members to volunteer during the meeting.

The next Staff Executive Committee meeting will be Friday, December 3rd 2-2:30pm. We will not be having a November meeting because the October 29th meeting was our November meeting.

TO: Carteret Community College Board of Trustees
FROM: Autumn Gillikin, SGA President
DATE: November 2, 2021
SUBJECT: Board of Trustee November 9, 2021 Meeting

Completed Activities:

- Our widely anticipated Fall Fest was a great success, there many students celebrating and enjoying the festivities
- We completed our Door Decorating Contest and our Spirit Week! Faculty and staff were very engaged and there was quite a bit of excitement leading up to the announcement of the winners.

Upcoming Activities:

- We are actively planning some celebrations for the upcoming Holidays as well as some charity events, and events to provide comfort to students once we get closer to the final days of the semester.