



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 9, 2022, at 9:00 AM, Historic Camp Glenn Building

AGENDA			
I.	* A.	<b>CALL TO ORDER</b> Ethics Statement	Chair Melodie Darden
II.		<b>FOUNDATION CHECK PRESENTATION</b> A. Morehead City-Lookout Rotary Club,	Chair Darden
III.	*	<b>APPROVAL OF AGENDA</b>	Chair Darden
IV.	*	<b>APPROVAL OF MINUTES</b> (October 12, 2022 <a href="#">Attachment 1</a> ; October 4, 2022 Curriculum/Student Support <a href="#">Attachment 2</a> )	Chair Darden
V.		<b>CHAIR REPORT</b>	Chair Darden
VI.		<b>NEW EMPLOYEES</b> A. Curtis Gillikin, Network & Security Administrator B. Vicky Brannon, TRIO Office Manager C. Nicole Rasmussen, Nursing Instructor	Chair Darden Mr. Matt Banko Dr. Tracy Mancini
VII.		<b>PRESENTATIONS</b> A. Apprenticeship Program	Chair Darden Mr. Jerome Shepard
VIII.	*	<b>OLD BUSINESS</b> <b>A. Policies for Review-Second Read</b> (Attachments <a href="#">3</a> , <a href="#">4</a> )	Chair Darden Dr. Tracy Mancini
IX.		<b>NEW BUSINESS</b> A. Vote to cancel or keep December 14, 2022 Board Meeting	Chair Darden
X.	*	<b>COMMITTEE REPORTS</b> A. Personnel, Policies, and Bylaws Committee <b>1. Revisions to BOT Bylaws</b>	Chair Darden Trustee Jenkins
XI.		<b>OTHER REPORTS</b> A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments <a href="#">5</a> , <a href="#">6</a> , <a href="#">7</a> , <a href="#">8</a> , <a href="#">9</a> , <a href="#">10</a> , <a href="#">11</a> , <a href="#">12</a> , <a href="#">13</a> , <a href="#">14</a> , <a href="#">15</a> ) C. Student Government Association Report	Chair Darden Trustee Jenkins Dr. Tracy Mancini Mr. Anthony Pile
XII.		<b>BOARD COMMENTS</b>	Chair Darden/Trustees
XIII.	*	<b>CLOSED SESSION</b> in accordance to N.C. GS 143.318.11 (a)(5) and approval of Closed Session Minutes (October 12, 2022 and October 31, 2022)	Chair Darden
XIII.	*	<b>ADJOURNMENT</b>	Chair Darden

\* Indicates Item for Action  
*Optional Tour to MAPS following meeting*

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
	Escoffier Dinner Series	<a href="#">See link</a>	Hospitality & Culinary Arts Center
November 24 & 25, 2022	Thanksgiving Break		
November 26, 2022	Small Business Center Holiday Market & Street Fair	3:00-8:00pm	McGee Parking Lot
December 20-26, 2022	Christmas Break		



**CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES  
MINUTES OF MEETING  
OCTOBER 12, 2022**

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

**Trustees Present**

Mrs. Melodie Darden, Chair	Mrs. Mary Charles Jenkins
Dr. Wrenn Johnson, Vice Chair	Mrs. Rosa Langston
Mr. Doug Brady	Mr. David Long
Mr. Robin Comer	Mrs. Dee Meshaw
Mr. Bill Henderson	Mrs. Catherine Parker
Ms. Penny Hooper	Mr. Doug Starcke

**Student Government Association Absent**

Mr. Anthony Pile	2022-2023 SGA President
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**Administration Present**

Dr. Tracy Mancini	President
Mr. Matt Banko	Vice President, Finance and Administrative Services
Mrs. Amanda Bryant	Director, Human Resources
Ms. Brenda Reash	Executive Director, Foundation
Ms. Logan Okun	Director, Marketing and Public Information

**College Employees Present**

Mr. Richard Abell	Director, Emergency Preparedness and Security
Mrs. Bianca Abell	Chair, Staff Executive Committee
Ms. Amy Snider-Wells	Chair, Public Services/BLET Director
Ms. Nicole Thompson	Dean, Applied Sciences
Ms. Lynn Owens	Payroll Accountant

**Guests Present**

Ms. Cheryl Burke	Reporter, Carteret News-Times
Mr. John Gatt	Gatt Family Scholarship

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 said the Gatt family was establishing the Delores “Dodie” Gatt Nursing Scholarship Endowment in memory of Delores Gatt, wife and mother. Once the endowment is established, this scholarship will be awarded to two second-year students in the Nursing Program. In the first year, the family plans to provide the annual award to ensure each student receives a \$2,500 scholarship to support their education. The first endowed award will be disbursed in the fall of 2023. Chair Darden thanked the family for this scholarship. Mr. John Gatt said that his family was looking forward to working with the College and had seen what a great job the College did turning out Nurse graduates.

**APPROVAL OF AGENDA**

Chair Darden presented the October 12, 2022, agenda for approval by the Board.

**Mrs. Dee Meshaw made a motion to approve the October 12, 2022, agenda as presented. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

**APPROVAL OF THE MINUTES**

Chair Darden presented the September 14, 2022, Board Meeting minutes for approval by the board.

**Mr. Robin Comer made a motion to approve the September 14, 2022, minutes as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

**CHAIR REPORT**

Chair Darden introduced new trustee Mr. Doug Brady to the Board. Mr. Brady was recently sworn in by notary Logan Okun at the Buildings and Grounds Committee meeting on August 31, 2022. He formerly served as a County Commissioner and is a developer. He and his wife, Carolyn, a former Trustee, have contributed much to the College through their support of various programs. Mr. Brady said he was excited to be here and had been a part of this community for a long time. He thanked the Board for having him.

Chair Darden reported that the three new Trustees – Mr. Doug Brady, Ms. Penny Hooper, and Mr. David Long – participated in the New Trustee Orientation on October 3, 2022. The orientation was led by

former Trustee Dr. Matt Zettl. She encouraged the new trustees to ask her, Dr. Mancini, or the other trustees if they had questions as they begin their new roles.

Chair Darden said that after the New Trustee Orientation, she, Dr. Mancini, and Dr. Zettl walked to the Smith Building to see the etching of Captain Michael Smith that was donated by former Trustee Mike Curtis. Dr. Zettl made a beautiful frame for the etching, and it has been hung in the Smith Building just outside the entrance to the Library. She encouraged everyone to go and see the newly hung etching.

Chair Darden thanked Trustees Mary Charles Jenkins and Penny Hooper for taking part in the screening of the “You Belong Here” documentary to promote LGBTQ+ understanding and acceptance. It was sponsored by the Diversity, Equity, and Inclusion (DEI) Committee and is a crucial conversation for all.

Chair Darden reminded the Board of the Pizza Event on October 28, 2022, to welcome visiting French chefs. She also reminded the Board that former Trustee June Fulcher had hoped the College would make use of the Hospitality and Culinary Arts Center for opportunities to include trustees and other community members in events. Chair Darden explained the Board had received a link to respond to the event invitation.

## **PRESENTATIONS**

### **A. BLET Program**

Chair Darden introduced Ms. Amy Snider-Wells, Chair of Public Services/Basic Law Enforcement Training (BLET) Director. Ms. Snider-Wells gave a PowerPoint presentation on the BLET Program, which included information about the firing range and how the BLET Program had grown. She updated the Board on the renovations of the BLET Facility, which will allow for more continuing education classes and better training conditions for curriculum students. The improved facility has been noted by Law Enforcement Agencies in Carteret County. Officers feel represented and welcomed at this facility. Ms. Snider-Wells invited the Trustees to join her for a tour of the BLET Building after the meeting.

Trustee Robin Comer asked if 911 training was taught at the College. Ms. Snider-Wells said that she had recently had a conversation with Mr. Perry Harker about this. They are in the process of trying to bring the Telecommunications Certification here. Dr. Mancini commented that Mr. Harker is working with Stephen Rea on a possible job fair. Ms. Snider-Wells acknowledged the need not only for Law Enforcement Officers but for Telecommunicators, record keepers, and other roles in the Law Enforcement profession.

### **B. Foundation**

Ms. Brenda Reash, Director of the Foundation, explained the part the Foundation plays in providing professional development funding and scholarships at the College.

### **OLD BUSINESS**

Chair Darden recognized Mrs. Amanda Bryant, Director of Human Resources, to present Human Resources proposed policy revisions to the Board for a second reading. Mrs. Bryant explained the policies to the Board and recommended tabling the proposed elimination of the Exercise Policy until a broader policy on wellness can be submitted for review. After discussion, Chair Darden asked for a motion.

**Trustee Penny Hooper made a motion to approve seven proposed policy revisions (Recruitment/Application/Hiring Policy, Probationary Status Policy, Unlawful Harassment Policy, Resignation Policy, Disciplinary Action, Suspension and Dismissal Policy, Salary Determination Policy) as presented and to table the proposed changes to the Exercise Policy for additional work. Trustee Doug Starcke seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

### **NEW BUSINESS**

#### A. Policies for Review-First Read

Dr. Mancini explained the Withdrawal Grade Policy and the Placement Test Policy proposed revisions for first review and to be voted on at the November Board of Trustees meeting.

### **COMMITTEE REPORTS**

#### A. Curriculum and Student Services Committee

1. Trustee Langston explained the Curriculum and Student Services Committee had met October 4. The committee heard a proposal to change the Photographic Technology Program from an Associate Degree to a Diploma. After some discussion, Chair Darden entertained the motion from the Curriculum and Student Services Committee to approve this change. The Board voted unanimously to approve by voice vote.

2. Trustee Langston explained the proposed 2022-2023 Calendar changes to align the College calendar with Easter break for Carteret County Public Schools. Chair Darden said there was a motion from the Curriculum and Student Services Committee to approve this change to the 2022-2023 Calendar. The Board voted unanimously to approve by voice vote.

#### B. Personnel, Policies, and Bylaws

Trustee Jenkins explained the Personnel, Policies, and Bylaws Committee met October 5 to revise the Bylaws and Policies for the Board of Trustees. They revised the Bylaws and will meet November 2 to continue the revisions and begin work on the Policies. Chair Darden thanked Trustee Jenkins for all her hard work on these documents.

## **OTHER REPORTS**

### **A. Foundation Liaison**

Trustee Jenkins reported there was no Foundation Board of Directors meeting in October. There was a new member orientation for the five new directors, and there will be a Foundation directors' retreat November 8. She encouraged the Board to participate in the annual Fund.

### **B. President's and Executive Leadership Council Reports**

Dr. Mancini said she was excited that all the trustees were here together this morning. She thanked Ms. Amy Snider-Wells and Ms. Brenda Reash for their presentations.

Dr. Mancini reported that the Horticulture students will be designing the landscape for outside of the BLET building. They will also be executing the plan.

The Horticulture Program will hold a plant sale Saturday, October 15, 8:00-4:00, in the Greenhouse.

Dr. Mancini announced that Mr. Steve Sparks, Vice President of Operations and Facilities, will be retiring March 1, 2023. She said his retirement is well deserved, but Mr. Sparks will be greatly missed.

Dr. Mancini said 12 faculty and staff members participated in the System Conference October 9-11 in Raleigh. They had the opportunity to network with other faculty and staff from all over the State.

The French interns will return the week of October 17. Dr. Mancini reported that two French Chefs will be visiting Carteret Community College October 26 through November 4. High School and College Culinary students will have the opportunity to spend a day with the Chefs while they are visiting.

There will be a pizza event on October 28 for the visiting chefs, trustees, Foundation directors, and their spouses. She reminded trustees to RSVP if attending.

### **C. Staff Executive Committee Report**

Ms. Bianca Abell, Staff Executive Committee Chair, advised the Board that the committee had met September 16, and the next meeting is October 21. Her complete report was included in the Board packet.

## **BOARD COMMENTS**

Chair Darden invited the trustees to make observations or comments.

Mr. Bill Henderson said that he was appreciative of the \$55,000 donation from the Gatt family.

Mr. Robin Comer thanked the Gatt Family for their generous donation to the College.



Mrs. Mary Charles Jenkins thanked the Personnel, Policies, and Bylaws Committee for their work on the Bylaws.

Mr. Doug Starcke thanked Ms. Amy Snider-Wells for her presentation on the BLET Program and the renovated facility.

Ms. Penny Hooper said this had been a good Board meeting.

Mrs. Catherine Parker thanked the Gatt Family for their donation and commented that the presentation from Ms. Snider-Wells was very good and informative.

Mr. David Long said that Ms. Snider-Wells's presentation was great, and he thanked the group for their passion for the College.

Mrs. Rosa Langston said that she was glad to be back again. She really enjoyed the BLET presentation and is grateful for the Gatt Family Nursing Endowment.

Mrs. Dee Meshaw said she agreed with everyone's comments and welcomed Mr. Doug Brady to the Board.

Mr. Doug Brady said he appreciated the opportunity to serve. He thanked former trustee Dr. Matt Zetti for the orientation.

Dr. Wrenn Johnson echoed what everyone said. She commented on the BLET building and that the 911 Call Center should be included in training.

Chair Darden commented that she is glad the College provides international opportunities like the Goellner Exchange for Culinary graduates.

#### **CLOSED SESSION**

**Mr. Bill Henderson made a motion for Closed Session about a real estate matter at 10:28 a.m. He advised that Dr. Tracy Mancini, Mrs. Laura Sullivan, and Mr. Matt Banko would remain in addition to the Trustees. Mrs. Rosa Langston seconded the motion, and the motion passed unanimously by voice vote.**

**Mr. Bill Henderson made a motion to come out of the Closed Session at 11:09 a.m., and it was seconded by Mrs. Rosa Langston. The motion passed unanimously by voice vote. There were no actions to report from the Closed Session.**

#### **ADJOURNMENT**



**There being no further business to come before the Board, Mr. Bill Henderson made a motion to adjourn and Dr. Wrenn Johnson seconded. The motion passed unanimously by voice vote.**

Submitted by:

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Melodie Darden, Chair of the Board of Trustees

\_\_\_\_\_  
Date

[Return to Agenda](#)



**CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES  
CURRICULUM/STUDENT SUPPORT  
MINUTES OF MEETING  
OCTOBER 4, 2022**

**CALL TO ORDER**

Following proper public notification, Trustee Rosa Langston, Curriculum/Student Support Chair, called the meeting to order at 11:01 a.m. on Tuesday, October 4, 2022, in the Henry J. McGee Boardroom, Carteret Community College, Morehead City, North Carolina.

**Curriculum/Student Support Committee Members Present:**

Mrs. Rosa Langston, Chair  
Mrs. Melodie Darden, Ex-Officio  
Ms. Penny Hooper  
Mrs. Mary Charles Jenkins  
Dr. Wrenn Johnson

**Administration/Others Present:**

Dr. Tracy Mancini, President  
Dr. Maggie Brown, Vice President of Instruction and Student Support  
Mr. Perry Harker, Vice President of Corporate and Continuing Education  
Mrs. Laura Sullivan, Executive Assistant to the President/Assistant Secretary to the Board

**APPROVAL OF AGENDA**

Chair Rosa Langston presented the October 4, 2022, agenda for approval by the committee.

**Dr. Wrenn Johnson made a motion to approve the October 4, 2022, agenda. Trustee Mary Charles Jenkins seconded. The motion passed unanimously by voice vote.**

**CONSIDERATION OF PROPOSED ITEMS**

Chair Langston advised the committee that there were two items on the agenda for consideration.

The first item was the Proposed Calendar Change to the 2022-2023 Academic Calendar. Dr. Maggie Brown, Vice President of Instruction and Student Support, was recognized to explain to the committee about the changes being considered. She explained that she does work with Public School System so that the College schedule will align with the Public School System. She said that they wanted to remove 4 days from the mid-term break and put them after Easter. Dr.

Brown presented it to Continuing Education, the Registrar's office, Financial Aid, and the Business Office. All were fine with the change since it was within the same semester.

Chair Langston commented she was glad that Dr. Brown worked with the school system. There were no other comments or questions. Chair Langston asked for a motion to adopt the changes to the 2022-2023 Academic Calendar.

**Trustee Jenkins made a motion to adopt the changes to the 2022-2023 Academic Calendar. Dr. Wrenn Johnson seconded the motion. The motion unanimously passed by voice vote.**

Chair Langston recognized Dr. Maggie Brown to present moving the Photographic Technology program from an Associate Degree to a Diploma. Chair Langston asked if there was a course that covered Ethics and Legalities. Dr. Brown answered that the Business of Photography class covered these topics. There were also other classes that included Ethics and Legalities issues. Chair Langston asked the rationale for the proposed change from an Associate degree to a Diploma. Dr. Brown explained that many students are hired and find good employment once they take the first year of classes. She explained that the College wants to continue the program, but needs to increase completion rates and ensure the time in program is meaningful for students.

There was some discussion with the committee and Dr. Brown. Dr. Mancini commented that this program was one of only four Photographic Technology programs in the State, and the College intends to continue and strengthen it. Reducing the time to credential should do just that. Chair Langston asked for a motion to approve changing the Photographic Technology Associate Degree to a Diploma.

**Dr. Wrenn Johnson made a motion to approve changing the Photographic Technology Associate Degree to a Diploma. Trustee Jenkins seconded the motion. The motion passed unanimously by voice vote.**

#### **OTHER ITEMS DEEMED AS APPROPRIATE**

Chair Langston asked the committee to consider proposing a Basketball Team at Carteret Community College. She recalled there being one many years ago. Dr. Mancini commented that Dr. Hauser, former President, tried to bring baseball to the College. She explained it requires significant investment in facilities, locker rooms, uniforms, Male & Female programs, and an Athletic Director. Trustee Hooper asked if there were grants to fund athletic teams. Dr. Mancini said that Logan Okun, Director of Marketing and Public Information, is reviving the search for a mascot for the College. Dr. Mancini said she would be glad to reach out to Kristi



Mroch with the Foundation to check for grants. Trustee Jenkins thanked Dr. Mancini for the “You Belong Here” presentation last week and said how glad she was that the College showed this film; it had very good information for the community. Dr. Mancini said all the credit goes to Vonda Godette, Allison Daniel, and the DEI Task Force for putting this together.

**There being no further business, Chair Langston adjourned the meeting at 11:56 a.m.**

Submitted by:

Mrs. Laura Sullivan  
Executive Assistant to the President  
Assistant Secretary to the Board of Trustees  
October 5, 2022

\_\_\_\_\_  
Tracy J. Mancini, Secretary of the Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rosa Langston, Chair of Curriculum/Student Support

\_\_\_\_\_  
Date

[Return to Agenda](#)



Policy Proposal

Please complete the Policy Proposal Template below.  
(If you are proposing to make changes to an existing policy, please copy and paste entire policy into the space below and make proposed changes in **RED**.  
If more space is needed, please attach additional pages to proposal.)

Originator: \_\_Maggie Brown, VP ISS\_\_\_\_\_ Date Submitted: \_\_\_\_\_

New Policy

Revise Existing Policy

<b>Policy No.:</b> __3.1.9_____	<b>Policy Title:</b> __Placement Test Policy_____
<b>Responsible Division:</b> Instruction & Student Support	<b>Citation:</b> _____
<b>Signature/ Date Approved:</b> Board of Trustees XX/XX/XXXX	<b>SACSCOC:</b> _____
EFFECTIVE _____	

Policy Statement:

Carteret Community College administers placement testing utilizing the guidance of the System Office and allowed institutional authority. In the interest of placing all students into the highest level of coursework in which they will be successful, the Board entrusts the President and the Instruction and Student Support administrators to apply appropriate procedures to place students according to system regulations, academic readiness, and prior credits and knowledge.

~~Carteret Community College administers placement testing to determine academic readiness. Associate degree, diploma, or certificate applicants to Carteret Community College must provide evidence of academic readiness in reading, writing, and math to be placed into college-level courses. Academic readiness may be established through prior academic performance or testing, or through completion of a placement test. Placement test results indicate the appropriate level of study for an applicant. Special credit, non-degree seeking applicants may be required to test or provide transcripts in order to satisfy prerequisite requirements for courses in which they wish to enroll. For students testing for another college or university, there is a \$5.00 fee.~~



Policy Proposal

Please complete the Policy Proposal Template below.  
(If you are proposing to make changes to an existing policy, please copy and paste entire policy into the space below and make proposed changes in **RED**.  
If more space is needed, please attach additional pages to proposal.)

Originator:   Maggie Brown   Date Submitted:   10/03/22  

New Policy                       Revise Existing Policy

<b>Policy No.:</b> <u>  3.1.18  </u>	<b>Policy Title:</b> <u>  Withdrawal Grade Policy  </u>
<b>Responsible Division:</b> Instruction & Student Support	<b>Citation:</b> _____
<b>Signature/ Date Approved:</b> Board of Trustees XX/XX/XXXX	<b>SACSCOC:</b> _____
EFFECTIVE <u>  Spring 23  </u>	

**Policy Statement:**

Carteret Community College endeavors to support student success and retention through a myriad of wrap-around services. However, the College also recognizes that unexpected circumstances may arise that impede a student’s ability to remain enrolled as originally intended. Therefore, the Board of Trustees entrusts the President and the Instruction and Student Services administrators and faculty to construct procedures for course withdrawal that align with the System Office regulations and support the College’s mission to support high quality education and an inclusive learning environment. These procedures shall also be aligned with the goals of educating students about the consequences of withdrawal and creating opportunities for re-entry into lifelong education.

~~If a student officially withdraws before the 10 percent date of the semester, registration in the course will not appear on the transcript and no grade will be assigned. A student officially withdrawing from a Carteret Community College course or program after the 10 percent date of the semester, but prior to the 65 percent point of the semester will be issued a grade of "WD" (Official Withdrawal). The "WD" grade is non-punitive and does not affect the grade point average. Students dropped by their instructors due to exceeding the provisions of their course attendance policy will be issued a grade of "UW" (Unofficial Withdrawal). The "UW" grade is punitive and is factored into the grade point average as a grade of "F." A student officially withdrawing from a Carteret Community College course or program after the Last Day to Drop Without Academic Penalty will be issued the grade earned reduced by the work missed in the remainder of the class, which in most cases will be an "F."~~

**TO:** Carteret Community College Board of Trustees  
**FROM:** Dr. Tracy Mancini, President  
**DATE:** November 2, 2022  
**SUBJECT:** Board of Trustees October 9, 2022, Meeting

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November is **Apprenticeship Month**, and we are delighted that **Jerome Shepard** from our Corporate and Community Education (CCED) division will present about Carteret CC's progress on registered apprenticeships at this November meeting. We currently have a Hospitality apprentice placed at Beaufort Hotel and are working on CNA and manufacturing apprenticeships.

Spring registration has begun! Curriculum registrations are already one-third of the way to last spring's first-day enrollment numbers. A new **Beacon** will hit mailboxes this month, advertising CCED options for spring. **Logan Okun** and **TriWorks Studios** have created a dynamic action-oriented spring marketing campaign that features many of our programs, labs, and students. In addition, the College is offering a **Winter Term** featuring eight classes that will run between November 28 and January 6.

The College is thrilled to be expanding our Nursing (ADN) and Esthetics programs with **spring-start cohorts**. Both programs will help fill high-demand career openings in our county. They are also high contact-hour classes that will grow future enrollment numbers. Many thanks to the faculty in these programs for their efforts to address community need.

The recent Job Fair at the College's Big Rock Career Center attracted more than 30 job seekers for **Jarret Bay Boatworks, Parker Offshore, Veneer Technologies, and Frank Door Company**. In addition, the College held Forklift Operator Certification class for 24 employees of **Guy C. Lee** on the company's site and hosted **110 builders and electrical contractors** for continuing education workshops.

Kudos to Nail Tech student **Anna Lester**, who placed third in the Skills Competition of the North Carolina State Fair last month.

We were pleased to host **Chef Alain and Marie-Claude Capelle** and **Chef Arnaud and Virginie Hianne** and their children, Timeo and Clara, for a week of fellowship and cultural exchange. While here, these visiting chefs shared their expertise with 60 students from Carteret County high schools and with our own Culinary Arts, Baking & Pastry Arts, and Hospitality students.

Phase III (the final phase) of the **Educational Walking Trail** will begin soon. Simpson Construction will complete the project by March or April 2023. Funding for the project comes from grants and donations.

The College's **Trunk-or-Treat** event on October 26 was well-received by the community and popular among faculty and staff. Student Life Coordinator **Kristian Jenkins** spearheaded the event, which is sure to become an annual Halloween happening. Kristian was awarded the FISH! Award at the College's October 28 Employee Meeting for exemplifying "The Four Practices of The FISH! Philosophy": Being present for people; being creative and enthusiastic in her work; finding simple ways to delight people in meaningful and memorable ways; and choosing a positive attitude toward whatever life and work throw at her. We are grateful to Kristian for embracing this attitude and helping to create a positive campus culture.

[Return to Agenda](#)

**TO:** Carteret Community College Board of Trustees  
**FROM:** Perry Harker  
**DATE:** 10/31/22  
**SUBJECT:** Corporate and Community Education November Board Report

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On October 19<sup>th</sup>, Corporate and Community Education, along with the State Employees Credit Union (SECU) Carteret County Branches, hosted a recognition ceremony for students awarded the SECU Scholarship this semester. Several Manicurist I & II students and employees from the local branch were in attendance. At the ceremony, the SECU presented Carteret CC with the 2022 - 2023 allotment of \$18,000.

In partnership with The Big Rock Career Center, we held a Job Fair for four local manufacturing companies; Jarret Bay Boatworks, Parker Offshore, Veneer Technologies, and Frank Door Company. More than thirty job seekers participated in the event to explore career opportunities at these four companies.

We received notification from the North Carolina Community College System and ApprenticeshipNC that Carteret CC was approved as a North Carolina Certified Apprenticeship Training sponsor. This certification allows the college to be the lead sponsor for local apprenticeships and manage the administration with our local companies.

We will host a Law Enforcement General Instructor class in November with local, state, and correctional law enforcement officers in attendance. This training will assist with expanding our available instructor pool.

We will begin a partnership with the Leon Mann, Jr Enrichment Center offering classes starting in January 2023. Classes include Android for Mature Users, Computer Literacy, iPhone for Mature Users, Bridge, Dance, and many additional classes.

One of our Manicurist I students, Anna Lester placed third in the Skills Competition at the North Carolina State Fair last month.

We held a Forklift Operator Certification class for twenty-four employees of Guy C Lee Building Materials. The training was scheduled on-site at the company.

We hosted continuing education training for both the Carteret County Homebuilders Association and the NC Board of Electric Contractors last month. A total of 110 members from both organizations combined were in attendance.

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 was 45.6%, exceeding the state goal. Congratulations to the Basic Skills faculty and staff on this outstanding achievement.

The Small Business Center is partnering with local businesses to promote National Shop Small Business Day on Saturday, November 26, 2022. We are hosting a Small Business Expo in the parking lot of the McGee Building. We have more than 150 small businesses with booths at the expo.

All three county high schools and Basic Skills students will participate in Construction Trades Day in early November.

[Return to Agenda](#)



**TO:** Carteret Community College Board of Trustees  
**FROM:** Maggie Brown, Vice President of Instruction and Student Support  
**DATE:** 11/01/22  
**SUBJECT:** Board of Trustee 11/09/22 Meeting

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Report from Leadership Carteret: We've now attended Education Day, MCAS Cherry Point, and will conclude our cohort with tours of Beaufort and Down East. The series ends on November 16<sup>th</sup>, and I look forward to being back with you at the January BOT meeting!

- Winter Term is open for registration! We have 8 Winter Term classes. This is our 3<sup>rd</sup> annual Winter term, which is 6 weeks of online instruction beginning November 28 and ending January 6.
- Spring registration is also up and rolling. We have made a great start with 1,133 seats already accounted for as of 10/31. Tuition and Fee assistance is available once again for curriculum, credential or degree-seeking students. This is a "last dollar" grant applied after all federal, state, and local grants and scholarships are awarded. Students are responsible for purchasing their own books and supplies. In the Fall '22 semester, we have been able to assist 135 students with these funds. Career and College Promise (dual enrollment) tuition, fees, and books will continue to be fully funded for Spring.
- Student Life led an awesome revival of our annual Trunk-or-Treat. Over 200 children and their families participated in trunk-or-treating, bounce houses, and patronized local food trucks. We are looking forward to expanding the event next year.
- Our Library has added to its growing list of technology lending equipment with Scientific graphic calculators. As of October, the library has had 126 circulations of laptops, VR equipment, cameras, tablets, and other education devices.
- Along with our first Spring cohort of nursing students, Health Sciences is also expanding Spa Services with a Spring cohort of Esthetics students. Be sure to visit our salons!
- Culinary Lunches have begun! Please see our Facebook feed for dates and regional cuisine focus. Additionally, our partner French Escoffier chefs visited our College the end of October through the first week of November. The chefs spent several days working with our first year, second year, and our visiting high school students. They were so impressed with the investment Carteret CC has made in our facilities and had a great report regarding our Geollner Exchange students who've recently returned from living and working in France.
- Middle School and High School Outreach Events planned for fall:
  - 10/31-11/04 Medical Assisting Program to visit Health Science students in all three high schools
  - 11/4 - Construction Trades Day
  - 11/5 - Cape Carteret Fall Festival
  - 11/16 - Swansboro High Tour
  - 11/18 - Middle School Farm to Table
  - 11/19 - Topsail HS Health Science Day

[Return to Agenda](#)

**TO:** Carteret Community College Board of Trustees  
**FROM:** Matt Banko, Vice President of Finance & Administrative Services  
**DATE:** November 2, 2022  
**SUBJECT:** Board of Trustee November 9, 2022 Meeting

## Financial Services

- The table below provides cash balances as of October 7, 2022

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
<b>Jul-22</b>	08/01/22	08/15/22	\$ 296,774.66		08/01/22	08/19/22	\$ 2,871,554.21		08/01/22	08/15/22	\$ 526,857.44
<b>Aug-22</b>	09/01/22	09/05/22	\$ 341,046.12		09/01/22	09/06/22	\$ 2,641,634.55		09/02/22	09/05/22	\$ 265,037.04
<b>Sep-22</b>	10/03/22	10/05/22	\$ 141,533.41		10/03/22	10/07/22	\$ 2,854,702.19		10/03/22	10/05/22	\$ 49,536.55

## Budget and Expenditure Update

- State and County expenditures are in-line with allocations received.
- State allocations now total \$15,124,425 with the addition of a \$36,225 State Finish Line Grant
- Total state expenditures totaled \$4.9M or 32.4% of state allocations as of October 31
- County operating expenditures totaled \$964K or 33.86% of the FY-23 allocation
- County capital projects expenditures totaled \$302K
- The tables below summarize actual to budget amounts for State, County and Institutional Funds by purpose:

		State				
		Annual Budget		Actual	% of Budget	
<b>1XX</b>	<b>Institutional Support</b>	\$	3,479,795	\$	1,096,227	31.5%
<b>2XX</b>	<b>Curriculum Instruction</b>		6,711,593		2,344,673	34.9%
<b>3XX</b>	<b>Continuing Education</b>		1,681,075		591,961	35.2%
<b>4XX</b>	<b>Academic Support</b>		1,090,575		386,558	35.4%
<b>5XX</b>	<b>Student Support</b>		1,351,554		418,712	31.0%
<b>9XX</b>	<b>Equipment/Capital</b>		809,833		67,962	8.4%
	<b>Totals:</b>	\$	15,124,425	\$	4,906,093	32.4%

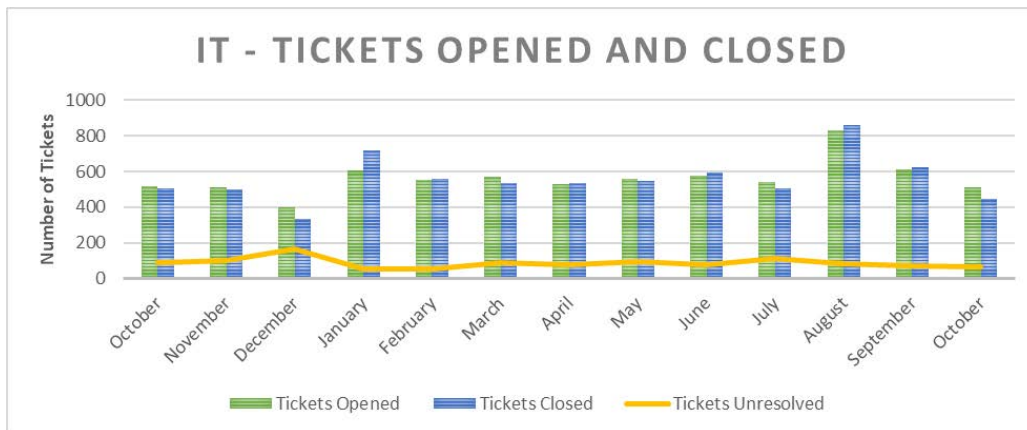


County						
		Annual Budget		Actual	% of Budget	
1XX	Institutional Support	\$	398,521	\$	116,403	29.2%
6XX	Plant Operations & Maintenance	\$	2,447,479		847,320	34.6%
9XX	Capital Outlay	\$	1,515,115		302,748	20.0%
<b>Totals:</b>		\$	3,974,900	\$	1,266,472	31.9%

Institutional						
		Annual Budget		Actual	% of Budget	
1XX	Institutional Support	\$	1,212,000	\$	364,608	30.1%
2XX	Curriculum		323,000		192,158	59.5%
3XX	Continuing Education		200,000		72,409	36.2%
4XX	Academic Support		475,000		40,252	8.5%
5XX	Student Support		573,000		226,786	39.6%
7XX	Proprietary/Other		100,000		71,193	N/A
8XX	Student Aid		3,410,000		1,391,135	40.8%
9XX	Capital Outlay		1,650,000		143,730	8.7%
<b>Totals:</b>		\$	7,943,000	\$	2,502,270	31.5%

## Campus Information Technology

- Current Projects
  - Advansys system for Basic Skill has a planned implementation for late winter
  - Destiny One system for Workforce Development is planned for 2023 implementation
  - Rural Broadband Project – On-site visit occurred in October to determine needs
  - Determining employee and student computer lab needs for procurement by year-end
  - Planning and facilitating USDA visit (October 31 – November 4)
- Table below is a summary of tickets processed through October 31:



## Emergency Preparedness and Security


- Provided orientations for High School Equivalence (HSE) and Adult High School (AHS)



- Held a fire drill in Wayne West in October. Future drills planned.
- Updating the Emergency Operating Plan. Draft under review

## COVID-19/HEERF Funding

- Table below is an update on HEERF funding, expenditures and remaining balance as of 10/31:

 CARTERET COMMUNITY COLLEGE	<b>Student Emergency Relief</b>	<b>Institutional Portion COVID-19 Emergency Relief Grant</b>	<b>Strengthening Institution Program (SIP)</b>	<b>Supplemental Assistance to Institutions of Higher Education Program (SAIHE)</b>
<b>Deadline to Spend Funds</b>	<b>June 30, 2023</b>	<b>June 30, 2023</b>	<b>June 30, 2023</b>	<b>June 30, 2023</b>
<b>Total Award</b>	<b>\$2,455,407</b>	<b>\$3,134,876</b>	<b>\$242,415</b>	<b>\$484,461</b>
<b>Total Funds Spent or Encumbered</b>	<b>\$2,455,407</b>	<b>\$2,816,443</b>	<b>\$242,415</b>	<b>\$285,671</b>
<b>Remaining Funds</b>	<b>\$0</b>	<b>\$318,433</b>	<b>\$0</b>	<b>\$198,790</b>

[Return to Agenda](#)

**TO:** Carteret Community College Board of Trustees  
**FROM:** Steve Sparks, Vice President, Operations and Facilities  
**DATE:** October 31, 2022  
**SUBJECT:** Board of Trustee November 9, 2022 Meeting Date

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- Thomas Simpson Construction was awarded the contract to install Phase III of the trail project. A November 28 start date and a February 10 completion date were requested.
- We are still waiting for the survey results on exploring alternative routes to direct stormwater runoff at the new firing range site. Currently a long ditch would have to be installed to route the stormwater.
- We are still expecting a projected material procurement timeline from Curtis Roofing for the Civic Center/Smith roof replacement project.
- 3 candidates for our vacant Maintenance Tech II position were interviewed last week. Two candidates have been asked to come back for a second interview.
- The college will receive a \$1,500 scholarship from NCACCFO (North Carolina Association of Community College Facility Operations) for my service as President of the organization. The scholarship can be split between two students. The chosen student or students must be in a trades program with a 2.5 minimum GPA.
- Routine and Preventative Maintenance is ongoing.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Brenda Reash, Executive Director Foundation  
**DATE:** November 2, 2022  
**SUBJECT:** Board of Trustee November 9, 2022 Meeting  
Date

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Fundraising and Donation & Resale Program revenue to-date for this new fiscal year is: \$118,790; 20.12% of total year budget goal. Endowment funds added this year to-date: \$44,399. Annual Scholarship funds added this year to-date: \$9,482; Program Funds added this year: \$18,354.50

The November meeting is the annual retreat for the Foundation Board of Directors. The main goal during the retreat is to update the Foundation's Strategic Plan.

The Campus Week of Giving is being held October 31 – November 4, 2023. Currently as of 11/02/2022 – Employee Participation is at 55%.

Board of Trustees – 25%  
Foundation Board of Directors – 59%

**Community Relationship and Current Activities:**

Supporting November events with Beaufort Wine & Food, November 12<sup>th</sup> Oyster Roast and Crystal Coast Corks & Forks, November 12<sup>th</sup> Oyster Roast. Both events to benefit programs of the college. To attend, purchase tickets:

- Beaufort Wine & Food – Sold Out
- Crystal Coast Corks & Forks - [Crystal Coast Corks & Forks | Culinary Arts Charity Org. \(cccorksandforks.org\)](https://www.cccorksandforks.org)

The Foundation audit is wrapping up. The audit form will report to the Foundation Board at the January 2023 meeting.

New annual scholarship has been established: LtCol Ricky B. Johnson Memorial Scholarship; \$500 annually to a student, the donor has a goal to endow this scholarship.

The Foundation team and board committees' regular meetings held for financial and event planning: Finance Committee monthly meeting, Development Committee met in October. Members added notes to sponsorship letters mailed on November 1<sup>st</sup> for the 2023 events.

**2022 EVENT HIGHLIGHTS**

- The Foundation's Annual Golf Tournament presented by TransImpact was held on October 14<sup>th</sup>. We hosted 22 teams (86 golfers), this tournament had the highest net revenue historically, over \$20,100 was raised of unrestricted funds.



**UPCOMING EVENTS**

**American Red Cross Blood Drive** - Wednesday, November 16, 2022

**Sound Discovery Lecture Series**

January 20 — Broadway Favorites & More Concert with Mary Mikels, a gifted soprano singer

February 17 — ZUZU African Acrobats (Foundation is partnering with the college’s Black History Committee)

April 20 — A NASA astronaut, hopefully Christina Koch

**2023 Escoffier Chef’s Dinner Series**

Tickets went on sale **Monday, October 17<sup>th</sup>** for the popular Escoffier Dinner Series. Tickets are \$125 each. The dates for the dinners are as follows:

Grantor	Purpose	Amount			
		Requested	Pending	Awarded	Not Awarded
NCDOT Highway Construction Trades Academy Letter of Interest	Establish Highway Construction Trades Academy	\$367,432	\$367,432		
Big Rock	Ambulance and equipment in fire departments	\$210,066	\$210,066		
Golden LEAF CBDI Initiative Initial Proposal	Fund Health Sciences Staffing Needs and Equipment	\$942,173	\$942,173		
\$4 Million Employer and Community College Partnership Challenge	Create Surgical Tech program	\$400,000			\$400,000
Longleaf Student Outreach & Advising Project	Retention Success Coach	\$59,830		\$59,830	
NC Sea Grant	Living Shoreline Academy	\$141,268	\$141,268		
NSF Engines Proposal	Aquaculture workforce development	\$115,280	\$115,280		
NC Community College System	Career Coach	\$87,937	\$87,937		
Dudley T. Dougherty Foundation	Lecture Series	\$5,350	\$5,350		
Max and Victoria Dreyfus Foundation	Lecture Series	\$5,350	\$5,350		
<b>Totals</b>		<b>\$2,329,336</b>	<b>\$ 1,869,505.69</b>	<b>\$59,830</b>	<b>\$400,000</b>

**TO:** Carteret Community College Board of Trustees  
**FROM:** Amanda Bryant, HR Director  
**DATE:** October 30, 2022  
**SUBJECT:** Board of Trustee November 2022 Meeting

**Recruiting/Hiring\***

Position	Replacing	Status
Certified Nursing Assistant Chair	New to replace current p/t	1 interview on 9/20; not sure good fit
Cosmetology Instructor	Sherr Miller	Posting closes 9/30; coordinating supervisor review
Webmaster & Social Media Coordinator	New	Posting closes 9/20; reposted & closes 11/3
Instructor, Automotive/Diesel	New	Posting closes 10/17; only one candidate; considering options
Maintenance Tech I & II (3)	Patterson/Thompson/Godette	Dr. Mancini interviews 2 finalists 11/4
Director, Operations & Facilities	Steve Sparks	Posting closes 11/10

\*Excludes Adjunct part-time, temporary job postings

**Historical Data:**

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

**Employee Headcount and Turnover**

October Headcount		October Turnover	FY23 Turnover	Turnover Rate
F/T Perm Faculty	64	.60%	3.01%	FY22: 16.36%
F/T Perm Staff	100			FY21: 13.35%
P/T Perm Faculty	2			FY20: 8.48%
P/T Perm Staff	2			FY19: 10.66%
<b>Total Perm</b>	<b>168</b>			FY18: 6.49%
<b>Total Payroll</b>	<b>344</b>			

**Recent Employee Departures**

Position	Name	Date
Maintenance Technician I	William Godette	10/10/22

**Additional Item:**

Completed review of 81 job descriptions; Phase I of an internal & Labor Market Salary comparison.  
 Continued the Leadership Symposium: Crucial Conversations for Emerging & Current Leaders  
 Completed Open Enrollment activities for three weeks in October. All benefit eligible employees participated.

[Return to Agenda](#)



**TO:** Carteret Community College Board of Trustees  
**FROM:** Kristian Jenkins  
**DATE:** 11/01/2022  
**SUBJECT:** Board of Trustee 11/10/2022 Meeting

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1. The SGA hosted our Fall Fest on October 5<sup>th</sup> and had a fantastic turnout. We had four different Food Trucks; inflatable games, face painting, and a cake walk with desserts made by our own Baking and Pastry Students.
2. Nathan Branson, Lewis Stroud and I organized a Student Leadership Academy. The students were selected by their instructors as students who show great leadership potential. This academy was originally scheduled for September 21<sup>st</sup>, but Hurricane Ian postponed this event to October 21<sup>st</sup> from 12pm-5pm. We initially had 5 speakers lined up, with the date change we had a few back out. We had Dr. Tracy Mancini open the academy and then Nathan Branson, Christine Turner, and Johnny Underwood speak on Leadership. We concluded this academy with a dinner at Cox's. At this dinner I was able to connect with these students and gain some insight on what students on campus would like to see.
3. Student Life Trunk or Treat was held on October 26<sup>th</sup> from 5:30-7PM in the McGee Parking lot. There were multiple food trucks, bounce houses and music. We had over 200 children attend this event. We have already started talking about next years event.

[Return to Agenda](#)



**TO:** Carteret Community College Board of Trustees  
**FROM:** Christine Turner, FEC Chair  
**DATE:** November 3, 2022  
**SUBJECT:** Board of Trustee \_\_\_ November 2022 \_\_\_\_\_ Meeting

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Esteemed Members of the Board,

- Faculty will work on identifying needed faculty handbook updates
- Our next meeting is scheduled for November 18

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

Best Regards,

Christine Turner, M.Ed., NRP  
FEC Chair

[Return to Agenda](#)



Attachment 14

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Bianca Abell, SEC – Staff Executive Committee Chair  
**DATE:** November 2, 2022  
**SUBJECT:** Board of Trustee November 9, 2022 Meeting

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The Staff Executive Committee had to cancel its monthly meeting that was scheduled for October 21, 2022. All current officers had other commitments on that day. The Staff Executive Committee will meet on November 18, 2022 at 11:00 AM in Joslyn Hall.

[Return to Agenda](#)

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Anthony Pile – SGA President  
**DATE:** 11/01/2022  
**SUBJECT:** Board of Trustee 11/10/2022 Meeting

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4. Fall Fest with several food, dessert, and game options was a big success according to student feedback.
5. The SGA board continues to interview program directors and students in order to highlight their programs in the Wave Newsletter
6. The SGA board participated in the Leadership Academy by sitting on a Q&A panel. This academy consisted of students who had been nominated by their instructors as showing great leadership qualities.
7. We have started the conversation on how to make the Spring Fling the best one yet.