



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, October, 2021 at 5:00 p.m., Wayne West Building, Classrooms 229 & 230**

AMENDED AGENDA

- I. **CALL TO ORDER** Chair Melodie Darden
 - A. Ethics Statement
- II. **FOUNDATION CHECK PRESENTATION** Chair Melodie Darden
 - A. Carteret Health Care Ms. Brenda Reash
- III. * **APPROVAL OF AGENDA** Chair Melodie Darden
- IV. * **APPROVAL OF MINUTES** (September 14, 2021) Chair Melodie Darden
- V. **CHAIR REPORT** Chair Melodie Darden
- VI. **NEW BUSINESS** Chair Melodie Darden
 - * **A. Image Usage Policy (Second Reading; Attachment)**
- VII. **NEW EMPLOYEES** Chair Melodie Darden
 - A. Mr. Jonathan Tyndall, Director of Institutional Effectiveness Dr. Tracy Mancini
 - B. Mrs. Hedda Bunting, WIOA Adult Career Advisor; Ms. Latesheca Johnson, Director of Workforce Readiness Mr. Perry Harker
 - C. Ms. Brooklyn Rawlins, Assistant Registrar Dr. Maggie Brown
- VIII. **PRESENTATION** Chair Melodie Darden
 - A. Automotive Systems Technology Mr. Bryan Salter
- IX. **COMMITTEE REPORTS** Chair Melodie Darden
 - * **A. Buildings and Grounds (Foundation Paver Project)** Trustee Bill Henderson
 - * **B. Finance (Performance Bonus)** Trustee Dee Meshaw
- X. **OTHER REPORTS** Chair Melodie Darden
 - A. Foundation Liaison Report Trustee Dr. Matt Zettl
 - B. President’s and Executive Leadership Council Reports Dr. Tracy Mancini
 - C. Staff Executive Committee Ms. Teresa Biggers
- XI. **BOARD COMMENTS** Chair Melodie Darden
- XII. * **ADJOURNMENT** Chair Melodie Darden

DATES TO REMEMBER

DATE	EVENT	TIME	LOCATION
October 15, 2021	26 th Annual TransImpact & Carteret CC Golf Tournament	12:30pm	Crystal Coast County Club
November 10, 2021	Jaki Shelton Green – Poet Laureate Workshop / Lecture	4-7pm	Hospitality & Culinary Arts 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.



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TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President
SUBJECT: Board Meeting – **Tuesday, October 12, 2021 at 5:00 p.m., Wayne West Building, Classrooms 229 & 230**

AGENDA

- | | | |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| I. | CALL TO ORDER
A. Ethics Statement | Chair Melodie Darden |
| II. | FOUNDATION CHECK PRESENTATION
A. Carteret Health Care | Chair Melodie Darden
Ms. Brenda Reash |
| III. * | APPROVAL OF AGENDA | Chair Melodie Darden |
| IV. * | APPROVAL OF MINUTES (September 14, 2021; Attachment 1) | Chair Melodie Darden |
| V. | CHAIR REPORT | Chair Melodie Darden |
| VI. | NEW BUSINESS
A. Image Usage Policy (Second Reading; Attachment 2) | Chair Melodie Darden |
| VII. | NEW EMPLOYEES
A. Mr. Jonathan Tyndall, Director of Institutional Effectiveness
B. Mrs. Hedda Bunting, WIOA Adult Career Advisor; Ms. Latesheca Johnson, Director of Workforce Readiness
C. Ms. Brooklyn Rawlins, Assistant Registrar | Chair Melodie Darden
Dr. Tracy Mancini
Mr. Perry Harker

Dr. Maggie Brown |
| VIII. | PRESENTATION
A. Automotive Systems Technology | Chair Melodie Darden
Mr. Bryan Salter |
| IX. | COMMITTEE REPORTS
A. Buildings and Grounds
* B. Finance (Performance Bonus; Handout) | Chair Melodie Darden
Trustee Bill Henderson
Trustee Dee Meshaw |
| X. | OTHER REPORTS
A. Foundation Liaison Report
B. President's and Executive Leadership Council Reports
(Attachments 3 , 4 , 5 , 6 , 7 , 8 , 9 , 10 , 12)
C. Staff Executive Committee (Attachment 11) | Chair Melodie Darden
Trustee Dr. Matt Zettl
Dr. Tracy Mancini
Ms. Teresa Biggers |
| XI. | BOARD COMMENTS | Chair Melodie Darden |
| XII. * | ADJOURNMENT | Chair Melodie Darden |

DATES TO REMEMBER

DATE	EVENT	TIME	LOCATION
October 15, 2021	26 th Annual TransImpact & Carteret CC Golf Tournament	12:30pm	Crystal Coast County Club
October 26, 2021	Fall Festival	10:30am-1:30pm	Carteret CC Campus
November 10, 2021	Jaki Shelton Green – Poet Laureate Workshop / Lecture	4-7pm	Hospitality & Culinary Arts Ctr.

* 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
SEPTEMBER 14, 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. on September 14, 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 (Zoom)

Student Government Association Present:

Ms. Autumn Gillikin, 2021-2022 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)
Mr. Steve Sparks	Vice President of Operations and Facilities (In-Person)

College Employees Present

Mr. Richard Abell	Director of Emergency Preparedness and Security (In-Person)
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)

Guests Present

Ms. Carrie Dennison	College Receptionist / Human Resources Assistant (In-Person)
Mr. Chris Harris	Chief Executive Officer for Crosley Home Products (In-Person)
Mr. Allen Ormond	Chief Finance Officer for Crosley Home Products (In-Person)
Ms. Jessi Pressley	Marketing Director for Crosley Home Products (In-Person)
Mrs. Cheryl Burke	Reporter for Carteret News-Times (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. Crosley Home Products

Chair Melodie Darden introduced Mr. Chris Harris, Chief Finance Officer; Mr. Allen Ormond, Chief Executive Officer; and Ms. Jessie Pressley, Marketing Director of Crosley Home Products. Chair Darden said Crosley Home Products has become a household name by offering outstanding quality service and provides households with major appliances and air conditioning options across American with more than 3,000 independent dealers.

Chair Darden said Crosley Home Products recently moved their headquarters to Emerald Isle and has established two new scholarships for Carteret Community College students. First, is the Crosley Corporation Culinary Scholarship which awards \$2,500. Students are eligible for this scholarship when they are enrolled in the Culinary Arts program, hold a 2.75 G.P.A., and live in Carteret County. This scholarship was established in Spring 2021. Second, is the Crosley Home Products Business Scholarship which awards \$2,000. Students are eligible for this scholarship when they are enrolled in the Business Administration program, hold a 3.0 G.P.A., and live in Carteret County. This scholarship is available Fall 2021.

Chair Darden gave a special thank you to Crosley Home Products for establishing the Crosley Home Products Culinary and Business Scholarships.

APPROVAL OF THE AMENDED AGENDA

Chair Melodie Darden presented the September 14, 2021, amended agenda for approval by the Board. The agenda was amended to add "New Business: Image Use Policy (First Reading)."

Mrs. Dee Meshaw made a motion to approve the September 14, 2021, amended 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 Melodie Darden presented the August 10, 2021, minutes for approval by the Board.

Mrs. Mary Charles Jenkins made a motion to approve the August 10, 2021, as presented. Mrs. June Fulcher seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Melodie Darden reminded the Board that Dr. Matt Zettl, Mrs. Catherine Parker, and Mr. Doug Starcke are participating in the meeting via Zoom.

Chair Darden thanked Ms. Jo Ann Cannon for the meeting location, setup, and efficiency. She said she did not take it for granted the length of time it takes to set up a meeting.

Chair Darden highlighted the following items:

- She reminded the Board to use the Trustee Portal on the College website because this location contains information that is always updated in a timely fashion. Chair Darden thanked Dr. Matt Zettl for chairing the Trustee Ad Hoc Committee and for his work to identify information that new

trustees need. She also thanked Ad Hoc Committee members Mr. Mike Curtis and Mrs. Dee Meshaw for their work.

- Chair Darden thanked trustees Mr. Bill Henderson and Mr. Robin Comer for agreeing to mentor new trustees Dr. Wrenn Johnson and Mr. Doug Starcke.
- She gave a special thanks to Trustee Dee Meshaw for her work on the Trustee Mentor Program which is a part of the New Trustee Orientation.
- She thanked Trustee Bill Henderson, who attended the dedication of the Beacon Lighthouse for former MaST student Alex Doss.
- Chair Darden thanked Trustee Mary Charles Jenkins for bringing snacks to the MAPS Center for students on their first day of school. She said the students enjoyed the snacks so much that they wrote a letter to Trustee Jenkins.
- She thanked Trustee Robin Comer for agreeing to be the chair of the Nominations Committee and serving on the Executive Committee.
- Chair Darden reminded the trustees that they can attend any committee meeting. She strongly encouraged the trustees to attend as many committee meetings as they can make.
- Chair Darden shared the upcoming event, Subs and Clubs, which will take place on Thursday, September 16, from 11:00 a.m. to 1:00 p.m.
- She said the NCACCT Seminar is scheduled for September 22-24 in Wilmington, North Carolina. Trustees Catherine Parker, Wrenn Johnson, Doug Starcke, and Rosa Langston will attend the seminar. She said she plans to attend as well.
- Chair Darden said the Carteret Community College and American Red Cross Blood Drive is scheduled for September 27 at 9:00 a.m. in the Donald Bryant Student Center.
- She said she stopped by Sweet Beans Coffee Shop at the Donald Bryant Student Center and everything was delicious and the setting was lovely.
- Chair Darden thanked Trustees Catherine Parker, Wrenn Johnson, and Matt Zettl for attending the 9/11 Commemorative Service at the College on September 10.

NEW BUSINESS

A. Image Use Policy (First Reading)

Chair Darden presented the Image Use Policy to the Board for their first reading. She explained to the new trustees that there are two readings by the Board before a policy is approved. The Image Use Policy will be voted on at the October Board meeting.

Dr. Mancini gave a brief overview of the policy stating that the College attorney, Mr. Derek Taylor, has reviewed and given some recommendations, which have been incorporated into the policy.

NEW EMPLOYEES

A. Ms. Carrie Dennison, College Receptionist / Human Resources Assistant

Mrs. Amanda Bryant introduced Ms. Carrie Dennison and said she graduated from the College in May 2020 with degrees in Associate in Arts, Applied Sciences, and Associate in Fine Arts. Mrs. Bryant said when interviewing the question of why the candidate was applying at the College is always asked during interviews. When Ms. Dennison was asked this question, she said she

remembered how Ms. Tanya Farrar, the former receptionist, made her feel welcomed as a student, and she wanted the opportunity to do that for other students.

B. Ms. Brooklyn Rawlins

Dr. Maggie Brown will introduce Ms. Rawlins at the October Board meeting.

PRESENTATION

A. Foundation

Chair Darden introduced Ms. Brenda Reash, Executive Director of the Foundation. Ms. Reash gave a PowerPoint Presentation on the Carteret Community College Foundation, which included information regarding fundraising, annual campaign events, and capital.

After the presentation, Ms. Reash and several trustees urged other trustees to contribute to the College's annual fund so the Board could reach 100% participation again and contributions can be made to the CCC Foundation or submitted online. She said the College full-time staff and faculty are currently at 81% participation.

Trustee Robin Comer asked Ms. Reash how the Foundation staff are paid. Ms. Reash replied the staff are paid by the College but the Foundation reimburses the College for their salaries.

COMMITTEE REPORTS

A. Finance – Phase II of Compensation Plan

Trustee Dee Meshaw reported the Finance Committee met on August 25, 2021, to discuss and recommend implementation of Phase 2 of the Compensation Plan. She reminded the Board that the College conducted a compensation study in 2019 which led to a \$423,542 salary plan divided into three phases for future implementation as state budget and student enrollment allowed. Mrs. Meshaw said Phase 1 of the plan was approved on April 9, 2019 in the amount of \$136,362. However, a recent review indicates the actual cost of Phase 1 was \$200,948 and is because benefits were not included in the estimate.

Mrs. Meshaw said the original compensation plan estimated Phase 2 at \$130,737. However, because of retirements and promotions since 2019, Phase 2 implementation has decreased to \$81,545, which includes benefits. Phase 2 implementation will affect 18 (31%) faculty and 12 (13%) staff, who received a three-phase plan in 2019.

Motion comes from the Finance committee with the recommendation to approve implementation of Phase 2 of the Compensation Plan. Mrs. Dee Meshaw amended the motion to include that Phase 2 of the Compensation Plan is retroactive to July 1, 2021, with increases included in the September 30 payroll. Without further discussion, the motion was unanimously approved by voice vote.

Trustee Mike Curtis asked Dr. Mancini when she anticipates going to Phase 3 of the Compensation Plan. Dr. Mancini said she is hopeful Phase 3 can be implemented next year but it depends upon the budget.

Trustee Curtis also asked where Phase 2 implementation will put the College in comparison to other community colleges. Dr. Mancini said that Phase 1 moved the College from ranking number 57 to 48 of the 58 community colleges. She said since other community colleges may implement raises, that she is not sure where Phase 2 will put the College but before the implementation of Phase 1, we had hoped to land in the mid-thirties.

B. Executive

Chair Melodie Darden reported the Executive Committee met on September 3, 2021, to discuss the Economic Development Department and the College, trustee meeting schedules, and strategic planning timelines. There were no action items.

OTHER REPORTS

A. Foundation Liaison Report

Dr. Matt Zettl highlighted a couple of items that were discussed at the Foundation meeting on September 14. He explained that the past two months have proven to be record months for boat sales. Dr. Zettl also said Mr. Scott Lane, Foundation assistant director, gave a summary of the Foundation's finances and he noted the Foundation is currently ranked 26 in the state in assets in community college foundations.

B. President's and Executive Leadership Council Committee Reports

Dr. Tracy Mancini said the 9/11 Commemorative Service was a success. She said the Student Government Association worked with the Instruction and Student Support division to plan the memorial. She also said the 5th and 6th graders from the Sea of Learning had spent the week learning about 9/11 and making thank you notes and posters for first responders. They were planning to go to area agencies and give the thank you notes and posters to first responders but decided to attend the College memorial event. They dressed in red, white, and blue clothing and carried patriotic symbols and flags. The children handed the thank you notes and posters to the first responders who attended the memorial service.

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

- She said the College is planning for the 234th birthday of the Constitution on September 17th. The Student Government and Instruction and Student Support are sponsoring essay, artwork, and video competitions to engage students in the event. Daily quizzes will also take place with prizes awarded to those who give correct answers.
- Enrollment has been strong through the 10% point of the semester. Both curriculum and continuing education have shown increases from Fall 2019 and Fall 2020. The spring numbers are the best to use for Continuing education enrollment because those numbers are complete for them. In Summer 2019, Corporate and Continuing Education had 74 FTE, and in Summer 2020 they had 40 FTE. In Summer 2021, they had 79 FTE. So, they are 97.5% above where they were in Summer 2020 and 7% above where they were in Summer 2019.

Curriculum enrollment is up in unduplicated headcount from Fall 2019 which was 1579 in comparison to Fall 2020 which was 1393. Fall 2021 is 1674. Thus, curriculum enrollment is up 20.2% from Fall 2020 in unduplicated head count and 6% from two Falls ago. In terms of estimated FTE, we went from 610.3 in Fall 2019 down to 561.31 in Fall 2020 and up in Fall 2021 to 685.78. This is a 22.2% increase from Fall 2020 and an increase of 12.4% from two Falls ago.

- Fall curriculum classes start on August 16, 2021, and enrollment numbers, as of the date of this meeting, show a 3.5 percent increase in seats over the number of seats filled on the first day of classes in Fall 2019. The unduplicated headcount numbers as of this morning are 1,477 for Fall 2021; 1,228 for Fall 2020; and 1,443 for Fall 2019. The estimated FTE on the meeting date for Fall 2021 is 615.656 compared to Fall 2020 with 486.969 and Fall 2019 with 564.602. HEERF and the Governor's Long Leaf Fund have helped with Fall 2021 enrollment numbers.
- The College still does not have a state budget. We are hopeful to have a budget by mid-October, and as soon as the System Office sends the budget to the College, it will be presented to the Board. The Governor, Senate, and State House have put out their proposals. The House will vote on August 12, 2021 to approve their budget. After this, the Senate and House will create a

conference budget. The Governor can then either approve, veto, or do nothing. In the meantime, the College has a temporary budget that the System Office provides based on past budgets. Once the State Board budget is approved, it will be presented to the Board for adoption.

- COVID-19 cases have increased and reports of symptoms have resulted in the quarantining of some classes. However, currently only two classes have been quarantined. The College is still searching for a part-time contact tracer to manage the increased load and to improve communication and check-ins with quarantined students and employees.
- Dr. Tracy Mancini and Mr. Steve Sparks met with T.A. Loving engineers for the next phase of the Walking Trail. They will give the College an estimate for the next phase. The College has raised \$196,000 for the next phase of the trail.
- The College has acquired a second tractor and trailer to increase the cost effectiveness of the Commercial Driver's License courses. With the new tractor and trailer, the College will no longer need to pay for renting a truck to accommodate increasing numbers for day and night CDL students.
- Dr. Mancini thanked those trustees who participated in the College survey about our current mission, vision, and values as part of our Strategic Planning process. We plan to send a SWOT analysis survey to a broad group of stakeholders in the coming week. Once we have all of the information from the surveys, we will be using this information as the base for the next Strategic Planning session with the Belk Center on October 8. The goal is to have a revised mission, vision, and values to present to the Board in November and to have a new Strategic Plan for review and approval at the April 2022 Board meeting.
- The College was a subject of a diversity case study that the Belk Center asked us to participate in. A team from the Belk Center will present the results of the study on September 30. All trustees are invited to attend.
- The College has hired a new chemistry instructor, Ms. Lauren Seymour, who starts on October 11th and will be introduced at the October 12th Board meeting.
- The College has also hired a new Director of Institutional Effectiveness, Mr. Jonathan Tyndall, who starts on October 1st. He will be introduced at the October 12th Board meeting as well.

Trustee Matt Zettl asked how many new cases of COVID-19 had been reported in the last two or three weeks. Ms. Logan Okun said we report this information on the College website and that we have had a total of 61 cases since the beginning of the pandemic. The College reports active cases; an active case is an individual who has tested positive. They remain active for two weeks. Once that two week period has expired, that individual moves into the inactive. Currently, we have 7 active cases who have tested positive and 54 inactive cases for a total of 61 cases. Our last exposure to campus was on September 9th.

Dr. Mancini informed the Board that 113 of 165 permanent employees (68.4%) who have turned in vaccination cards to the Human Resources department.

Trustee Bill Henderson asked Dr. Mancini to give the Board an update on dual enrollment.

Dr. Maggie Brown gave a brief overview of dual enrollment by stating the current enrollment is about 263, with 105 from West Carteret High School, 69 from Croatan High School, and the rest from home schools or private schools. These students are spread out over a variety of programs.

Trustee Bill Henderson asked if any of the 263 dual enrolled students are MaST students. Dr. Brown said none of those students are MaST students.

C. Faculty Executive Committee

Ms. Autumn Gillikin presented the Student Government Association 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 complimented Trustee Jenkins on her cookies. He said he is excited about the enrollment numbers. He also encouraged the trustees to contribute to the annual giving fund. Finally, he thanked Ms. Reash for presenting her PowerPoint.

Mr. Robin Comer said he was also pleased with the enrollment numbers and thanked the staff and faculty for all of the hard work for those numbers.

Mrs. Mary Charles Jenkins thanked the faculty and staff for following the College's COVID protocol. She encouraged the trustees to stop by the Sweet Beans Coffee Shop.

Dr. Matt Zettl agreed with Mr. Bill Henderson's comments.

Mr. Doug Starcke did not comment.

Mrs. Catherine Parker said this was a very positive meeting and thanked the faculty and staff for continuing to make Carteret Community College the best college. She complimented the Foundation for the boat sales during COVID. Mrs. Parker said she is excited and proud of the College enrollment numbers. Finally, she commended Ms. Okun and Ms. Gillikin for a very successful 9/11 Commemorative Service.

Dr. Wrenn Johnson said she enjoyed Ms. Reash's PowerPoint. She said she is excited about enrollment, especially those in the Aquaculture, Boat Manufacturing, Truck Driving, and Automotive Programs.

Mrs. Rosa Langston said she is very excited about the enrollment numbers. She said she was impressed with the Foundation presentation.

Mrs. June Fulcher told the Board that it was a great day when they hired Dr. Mancini as president. She said she is very proud of the changes that have been made since Dr. Mancini started as president. On a more personal note, she thanked the Board and those in attendance for their thoughts and prayers during her husband, Clay's, passing.

Mrs. Dee Meshaw thanked the faculty and staff for their dedication to the College.

Mr. Mike Curtis said he is glad the Board approved implementing Phase 2 of the Compensation Plan. He said he appreciated the College recognition of Constitution Day because it gives students the opportunity to understand and learn what that day really means. Mr. Curtis said he is pleased with the enrollment numbers. Finally, he said strategic planning is very important for the College and he is excited to serve on the Strategic Planning Team.

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. Chair Darden said she is pleased with the response from the College for community needs, such as Corporate and Community Education's Wellness program. She also said she is pleased with the technology lending needs.

ADJOURNMENT

There being no further business to come before the Board, Mr. Michael Curtis made a motion to adjourn the meeting at 6:09 p.m. Mrs. Mary Charles Jenkins 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

Carteret Community College Board of Trustees Policy Proposal

 New Policy

 Revise Existing Policy

Policy No.: <u>3.1.10</u>	Policy Title: <u>Image Usage Policy</u>
Signature/ Date Approved: Board of Trustees XX/XX/XXXX	Citation: _____
EFFECTIVE <u>IMMEDIATELY</u>	SACSCOC: _____

As a public institution, Carteret Community College often uses photographic and electronic images of College life, events, ceremonies and other activities to advance the mission of the College.

By registering at, visiting or being employed by Carteret CC and being present in public settings, students, employees, visitors, etc. authorize use and reproduction by the College, or anyone authorized by the College, of any photographs taken while at Carteret CC without compensation. All photographic prints and digital photo files shall constitute Carteret CC property, solely and completely.

Therefore, imagery of faculty, staff, students and visitors in common areas of the College or at public ceremonies or events may be used in printed and electronic public relations materials, including purposes for marketing and promoting the College. The Department of Marketing and Public Information does not attempt to collect photo release forms.

When possible and practical, Carteret CC's photographer will notify individuals within the photography area that photographs and/or video is being taken for College use. Individuals may then choose to exclude themselves. Individuals (including faculty, staff and students) may also request that their photograph not be used in any College-related print or electronic media by contacting (in writing) the Director of Marketing and Public Information.

(Note: All photographs of children under the age of 18 require release forms signed by parents or guardians.)

Definition of Terms: None



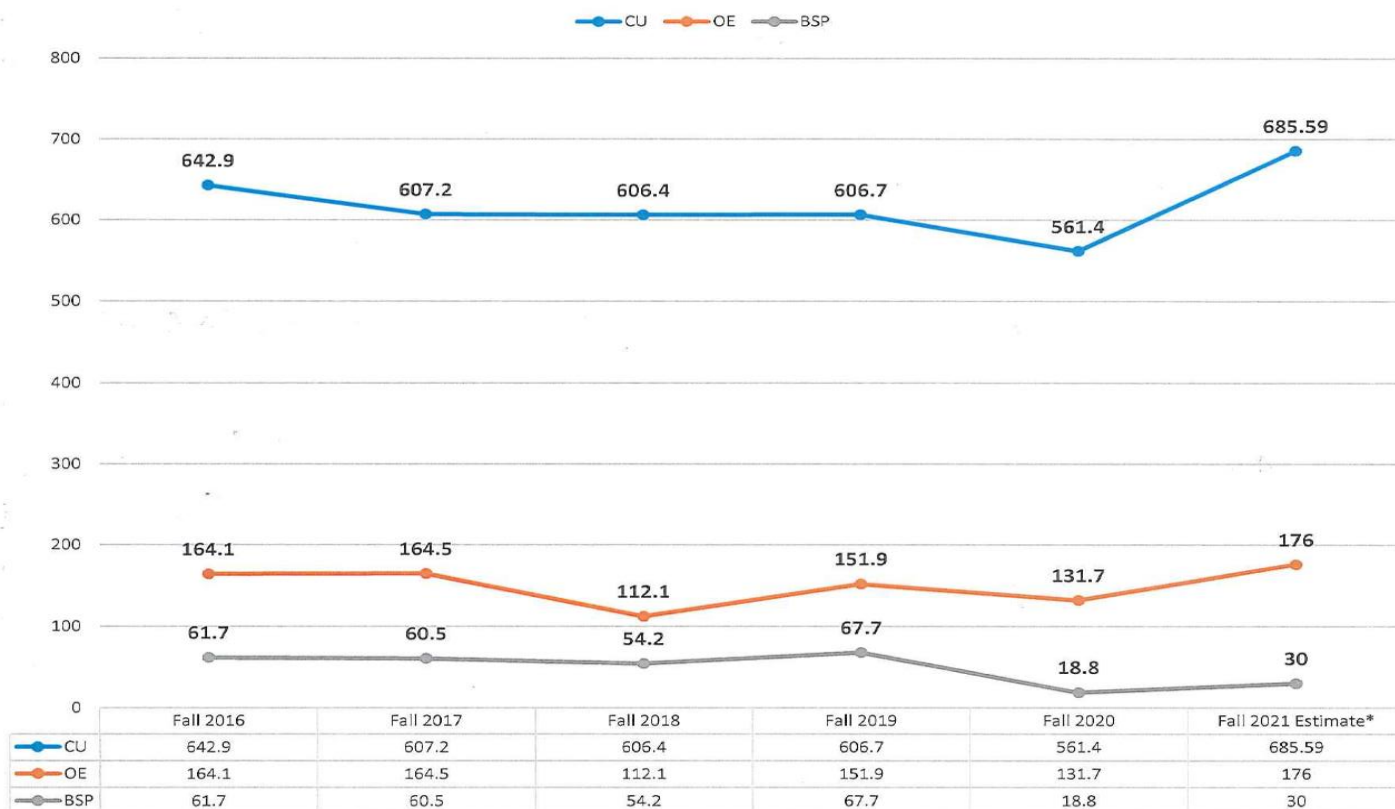
TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: October 7, 2021
SUBJECT: Board of Trustees October 12, 2021, Meeting

The **strategic planning team** for the College assembled on Friday, October 8, with facilitation from the Belk Center for Community College Leadership and Research to work with survey data on the current mission, vision, and values and to draft a proposed mission statement. The group will circulate that statement soon and make revisions in time to present a proposed new statement to the Board of Trustees at the November BOT meeting.

Carteret CC's **estimated FTE** report for Fall 2021 was due on October 7. The following report compares our estimated numbers (far right) with actuals for the last five years.

Actual and Estimated Fall Enrollment CU and CE 2016 - 2021

Source: System Office Dashboards



On September 30, a Belk Center team presented a draft report of **the Diversity, Equity, and Inclusion (DEI) Case Study** they conducted for Carteret CC between April and July 2021. The College's DEI task force and leadership team, along with trustees, participated in the Zoom meeting and are providing feedback to the Belk Center. We hope to share the final report later this month.



TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 9/30/2021
SUBJECT: Corporate and Community Education October 12, 2021 Board Report

The Basic Skills Department participated in the Hispanic Fair at the Life Church in Newport. Staff distributed brochures and met with potential students.

Ms. Diane Matlock is currently serving on the Adult High School Multiple Pathways to High School Advisory Board. By serving on these two boards, our Basic Skills Department can provide input into policies and procedures at the NCCCS Office.

CCED is sponsoring Manufacturing Day for high schools (October 5) and middle schools (October 8). Students from each of the high schools will tour Jarrett Bay and Parker Offshore. They will also tour MARTEC and participate in a lean simulation exercise facilitated by CCED instructors on campus. The middle school students will hear a presentation by Parker Offshore while they are on campus, tour MARTEC and participate in an event led by NC BioNetwork.

An interactive team-building event was held for Rogers CPA firm for 24 employees on September 17. The purpose of the class was to create an awareness of behavioral characteristics of effective team collaboration, all while experiencing a culinary exercise. The event allowed the company to participate in a fun activity that alerted them to cohesive team behaviors. The team cooked pizza, and a group of Judges rated each team's performance. CCED has also developed this training for other activities, such as build building or artistic welding.

The Corporate and Community Education Internal Accountability Plan requirement is to report a summary of the internal audit results to the Board of Trustees. For summer semester 2021, all staff exceeded the required visitation percentages and found classes meeting as scheduled with good attendance.

US Coast Guard station Fort Macon has requested Captain's certification on-site OUPV/100 Ton, Master/Assistance Towing course. We have scheduled to begin October 18, 2021.

At the request of the Morehead City Fire Department, we have scheduled two specialized certification courses. A 48-hour Technical Rescue Water certification course and an Emergency Management Land Search Course. In addition, there will be two 8-hour courses before the Land Search course to cover the computer program the search and rescues teams utilize during natural disasters and search operations. These courses are open to Law Enforcement, Fire, and EMS personnel.

The Crystal Coast Economic Development will host the first annual Crystal Coast Women in Business Conference to celebrate and recognize October as National Women in Business Month. This event is scheduled for October 14, 2021, 7:30 am – 1:30 pm at the Carteret CC Culinary and Hospitality Arts Center. The speakers consist of all female professionals and business owners in our county, including Carteret CC President Dr. Mancini. As a partner, the Small Business Center has assisted with marketing and advertising this event.



TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 9/8/2021
SUBJECT: Board of Trustee October 12, 2021 Meeting

- Midterm break will be October 12th-15th. The Student Services Directors and MAPS are planning 6 weeks of retention and financial planning workshops to engage as many students as possible and prepare both faculty and students for a successful second 8 weeks.
- October 18th will be a campus-wide destress and reenergizing day for faculty and students. Different areas of Student Support will be sponsoring activities, food, and opportunities to cheerlead the campus into the second half of the fall term.
- October 26th will be our annual Fall Festival. SGA and Student Life are planning to have games, music, attractions, and food trucks for outdoor socializing.
- Vice President Harker, Dean Thompson, and I have had three advisory meeting with the Early Childhood stakeholders in our community. We have come up with a right-sized plan to ensure that Early Childhood professionals will continue to receive the EDU 119 and 12 hours of curriculum credit they need to maintain lead teacher certifications. This Early Childhood certification, in combination with our Associate degrees in teacher preparation will ensure that the College is preparing our students for entry into any level of working with children and educational roles they might wish to pursue.
- The Career Coaches and CCP staff are facilitating multiple Carteret CC engagement opportunities for our partner Middle and High School students:

October 4-Virtual FAFSA workshop for high schools

October 5-High School Manufacturing

October 6-Admissions and Financial Aid-ECHS Senior English classes

October 7-CCP Parent Night at WCHS

October 8-Middle School Manufacturing

October 13-CCP Parent Night at CHS

October 14-Admissions and Financial Aid-CHS Senior English classes

October 19-CCP Parent Night at ECHS

October 21-Admissions and Financial Aid-WCHS Senior English classes

October 22-High School Construction Trades Day



TO: Carteret Community College Board of Trustees
FROM: Matt Banko, Vice President of Finance & Administrative Services
DATE: October 5, 2021
SUBJECT: Board of Trustee October 12, 2021 Meeting

Financial Services

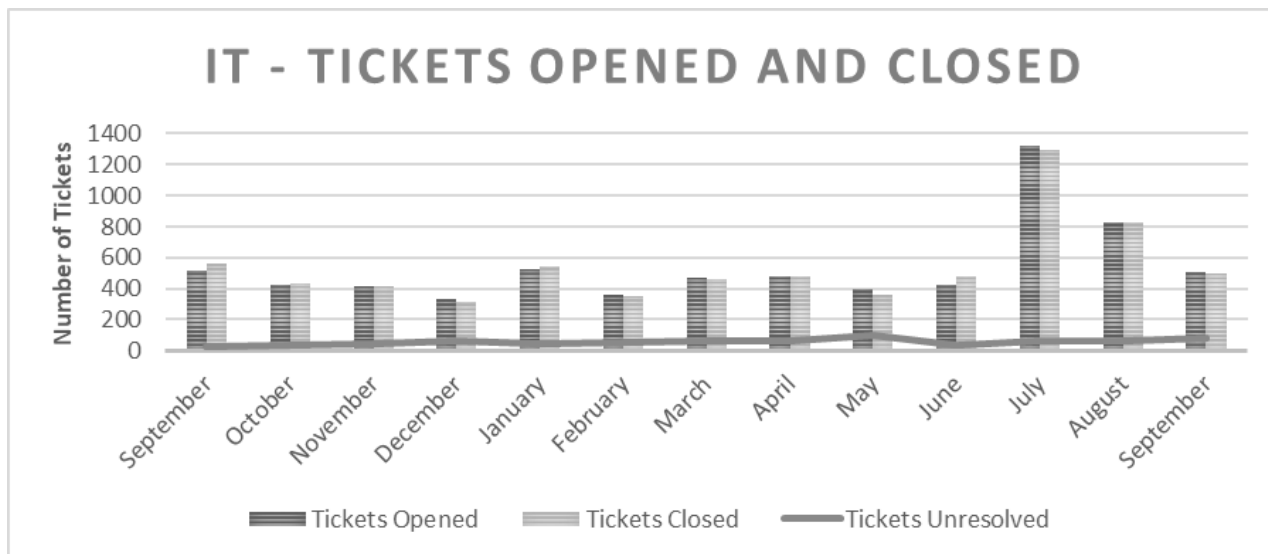
Bank Reconciliation Status Report									
	CORE BANKING			BB&T			FIRST CITIZENS		
	State Funds			Institutional Funds			County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
Mar-21	04/01/21	04/05/21	\$ 445,445.29	04/01/21	04/29/21	\$ 391,165.54	04/01/21	04/05/21	\$ 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

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 \$15,351 less than the prior year as of September 30
 - County expenditures in line with county appropriation
 - Pell funds have been distributed to student accounts in September
 - HEERF and other financial aid to be distributed to student accounts in October

Campus Information Technology


- Current Projects
 - Digital Sign (repairs need to be made to stand before new sign can be installed)
 - Server has been installed and migration is complete.
 - USDA grant install complete (working through programming issue, SKC will be back on campus over the week of Fall break October 11-15)
 - Starting migration of Colleague to the Cloud with a go live date scheduled for November 8
 - Upgrading older computers around campus to solid state drives to prolong usability
 - Twenty laptops on order for Library student checkout program
 - Twenty-five desktop computers ordered to replace 12-year-old PC's in CMAST
 - Procured and administrating software to help imaging and managing PC's across campus
 - Chart below illustrates a 13-month tracking of IT ticket



Emergency Preparedness and Security

- Current and Recent Activity
 - Provided orientations for Adult High School, High School Equivalence, and Sweet Beans
 - Served on 911 Remembrance Committee
 - Completing the annual Campus Safety Security Survey report due October 13
 - Serving on Board for Association of Community College's Safety and Security Officers (ACCSSO). Serve as Chair of Safety Committee and determining best practices
 - Serving on Morehead City Veterans Day Committee
 - Replacing old Quick Reference Safety Guides with new poster format
 - Further updates and development of Emergency Operating Plan

COVID-19/HEERF Funding

 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: October 5, 2021
SUBJECT: Board of Trustee October 12, 2021 Meeting

- The Civic Center and Smith shoreline bulkhead handrails will arrive Monday, October 4. The rail and post cap installations are being scheduled.
- 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 Greenhouse heater vent stack and gas hook up are scheduled. Tank and pump for rain water runoff is scheduled to ship. These are the final elements of the project in order to closeout our permits.
- The college received the initial scope and cost projections for the BLET renovation. The college is now working with Clark Nexsen Architects to achieve the programs priorities and remain under budget. A final scope and cost projection for the renovation is expected soon.
- The scope and design to bring the existing firing range up to certification standards will be ready this week.
- Jeremy Thompson (Facilities Maintenance Technician) has been selected to represent the college as a member of the North Carolina Community College Leadership (NCCCLP) class of 2022. Jeremy has been with the college for 2.5 years. Jeremy was formerly the Director of Buildings and Grounds at Edgecombe Community College, Rocky Mount campus.
- The department has two new employees. Joshua Long is our new Landscape Maintenance Technician. Joshua lives in Havelock, NC and is a graduate of East Carteret High School. Joshua attended classes at CCC and has been in the landscape maintenance field for 6 years. Susan Peacock is our temporary Part-time Administrative Assistant. Susan graduated from UNC Charlotte and now lives in Indian Beach. Susan is a retired school teacher.
- The week of October 11th I will be attending the 2021 ACCFO Conference in Asheville, NC where I will be nominated to take over as President of the organization. Currently I have been the Vice president for the last three years.



TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: October 1, 2021
SUBJECT: Board of Trustee October 12, 2021 Board Report

Capital Campaign – To-date \$3,855,917 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: \$78,415; 21.64% of total year budget goal.

The Foundation is working with Financial Aid to award \$143,979.62 in scholarship funding for the 2021-2022 fiscal year.

Community Relationship and Current Activities:

The following groups have been brought in to tour the Hospitality & Culinary Arts Center: Morehead City Noon Rotary, Seashore Book Club I.

Events

- The 26th Annual TransImpact & Carteret CC Golf Tournament will be October 15th at the Crystal Coast Country Club.
- 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.

Grants

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

Grantor	Purpose	Amount Requested	Pending	Awarded	Expected Notification
USDA Distance Learning and Telemedicine Grant	Classroom upgrades and equipment	\$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 grants	\$387,000	\$387,000		
State Library of North Carolina	Library equipment	\$25,000		\$25,000	
USDA Distance Learning and Telemedicine Grant	Classroom upgrades and equipment	\$585,074	\$585,074		
Truist	Culinary Building Name	\$1,500,000			
Big Rock	trail (naming rights)	\$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
Totals		\$4,064,095	\$972,074	\$1,517,021	

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, Director of Human Resources
DATE: September 30, 2021
SUBJECT: Board of Trustee October 12, 2021 Meeting

HUMAN RESOURCES UPDATE

Recruiting/Hiring*

Position	Replacing	Status
Maintenance Tech I	Michael Salter	Reposted 8/2; may pull from Landscape Mt Tech
WIOA Adult Career Advisor	Bob Stubblefield	Hedda Bunting DOH 10/6/21
Landscape Maintenance Tech	New	Joshua Long DOH 10/11
Director, Institutional Effectiveness	Kristy Craig	Jonathan Tyndall DOH 10/1/21
Instructor, Chemistry	Nathaniel Cline	Lauren Seymour DOH 10/11/21
Instructor, Medical Assisting	Angelia Carr-Grady	Posting closed 8/10; Interviews 9/23
Lead Instructor, Paralegal	Susan McIntyre	Posted 9/22
Instructor, Nursing (10-month)	Mary Briley	Interviews 10/11 – 10/21
Clinical Coordinator, Radiography	Carla Williams	Awaiting approved position requisition

*Excludes Adjunct part-time, temporary job postings

Historical Data:

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

Employee Headcount and Turnover

September Headcount		September Turnover	YTD FY22 Turnover	Turnover Rate
F/T Perm Faculty	62	.61%	5.48%	FY21: 13.35%
F/T Perm Staff	95			FY20: 8.48%
P/T Perm Faculty	2			FY19: 10.66%
P/T Perm Staff	4			FY18: 6.49%
Total Perm	163			FY17: 10.98%
Total Payroll	307			

Recent Employee Departures

Position	Name	Date
P/T Admin Assistant, CCED	JoAnn Salter	9/9/21



TO: Carteret Community College Board of Trustees
FROM: Logan Okun, Director of Marketing & Public Information
DATE: October 4, 2021
SUBJECT: Board of Trustee October 12, 2021 Meeting

- The October View was sent on 9/24 to 7,699 email address.
 - 16% open rate
 - 11.5% click rate
- Spring marketing campaign set to run October 18 – January 7.
 - Focusing on Full Funding For All initiative and Career & College Promise program
 - Spring cycle to target minorities
- Updated website landing pages for spring promo
 - Full Funding For All explained
 - Online application for funds
- Completed a video for the Automotive program to enter a shop makeover competition with ChannelLock Tools



TO: Carteret Community College Board of Trustees
FROM: Teresa Biggers, SEC-Staff Executive Committee Chair
DATE: October 4, 2021
SUBJECT: Board of Trustee October 12th Meeting

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

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

On Friday, October 1st the SEC-Staff Executive Committee held its second meeting for the 2021-2022 fiscal year. We had 17 staff attending via ZOOM. There were 128 employees invited to the meeting.

Community Service

The 2021 International Coastal Cleanup Day event was held on September 18. The Staff Executive Committee provided all Staff and Faculty the opportunity to participate in this Performance Bonus community service event. Several members of the SEC, Merianne Grigoriuc, Latesheca Johnson and her daughter, Chris Malone, Annette McCracken, Kristi Mroch and Teresa Biggers participated in the event. We picked up 53.7 pounds of trash in a 3.5-acre area around the Staples in Morehead City in a few hours. Dee Smith the Carteret Big Sweep Coordinator also commented, "Thank you to all of our great zone captains for the 2021 International Coastal Cleanup. It has been an honor to work with all of you this cleanup season. I will tell you it is one of our biggest years yet!"

The SEC conducted a survey to identify topics the staff would like to discuss at the October 1st meeting. All topics were addressed at the meeting. Below are the topics discussed at the meeting.

- **More in-depth discussion on Pink Days** – Per HR, the faculty are contracted to be on campus from August - May and that is why the Pink Days are scheduled during this time.
- **Step increases** - Dr. Mancini will be meeting with the SEC Committee to answer this question and also addressing the entire staff at the Employee Meeting on October 22nd.
- **Competitive staff salaries** – Per HR, The NC Community College System is lobbying with state legislators for salary increases to make salaries more competitive. Periodically, local labor market analyses are conducted to promote internal equity.
- **New Year's Day holiday** – Per HR, we are only allowed 12 state holidays per year. A survey went out to employees providing options to use PTO around Christmas and New Year's. The result of the survey was rather than work on Monday, December 20th, the New Year's Day holiday would be traded. Since New Year's is a Saturday, everyone is still able to have this day off.
- **Loss of institutional knowledge** (retiring, firing, leaving) – We were unable to respond to this concern because we needed more clarification. No one spoke up at the meeting in regards to the concern.
- **Rename the "Welcome Back" activities for Fall.** The person commented the staff are here all summer and this name makes it seem like these activities are geared and designed for faculty. Renaming idea: Fall Kickoff. - The SEC members spoke with Dr. Mancini about this issue and administration understands their concern and are open to suggestions on renaming this event.

A survey was conducted after the meeting to identify reasons for low attendance at the SEC Meetings. Results will be reported at the next meeting. The next Staff Executive Committee Meeting will be held Friday, October 29th from 2-2:30pm.



TO: Carteret Community College Board of Trustees
FROM: Autumn Gillikin, SGA President
DATE: October 4, 2021
SUBJECT: Board of Trustee October 12, 2021 Meeting

Completed Activities:

- We held our Subs and Clubs Event on September 16, which went very well. We even ran out of subs and had to go pick up some pizzas for our students! In coordination with this event our September newsletter focused on our clubs and how to join them.
- There was good participation in our Constitution Day celebration which was very exciting, we even had a tie in one of our contests.
- We had our first Senate Meeting Monday September 27, which held virtually. Our future Senate Meetings are being held in a hybrid manner for safety and inclusion.

Upcoming Activities:

- Our widely anticipated Fall Fest is on the books for October 26, we are expecting quite a large turnout and even more fun. We will have music, food trucks, activities, and fun games!
- We are doing our yearly Batty Award for our Halloween Door Decorating competition once again, this will coincide with our Fall Fest and a Spirit Week that we are coordinating with Student Services.
- Going along with our efforts toward diversity and inclusion we are going to be hosting a celebration for Día De Los Muertos, or the Day of the Dead which is a traditional holiday that originated from Mexico centered around remembrance and family. These events will occur November 1st and 2nd.