



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, October 12, 2022, at 9:00 AM, Historic Camp Glenn Building**

I.	*	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.		FOUNDATION CHECK PRESENTATION A. Delores "Dodie" Gatt Nursing Scholarship Endowment, John Gatt	Chair Darden
III.	*	APPROVAL OF AGENDA	Chair Darden
IV.	*	APPROVAL OF MINUTES (September 14, 2022 Attachment 1)	Chair Darden
V.		CHAIR REPORT	Chair Darden
VI.		PRESENTATIONS A. Basic Law Enforcement Training (BLET) B. Carteret Community College Foundation	Chair Darden Ms. Amy Snider-Wells Ms. Brenda Reash
VII.	*	OLD BUSINESS A. Policies for Review – Second Read	Chair Darden Ms. Amanda Bryant
VIII.		NEW BUSINESS A. Policies for Review – First Read	Chair Darden Dr. Tracy Mancini
IX.		COMMITTEE REPORTS A. Curriculum and Student Services Committee * 1. Revision of 2022-2023 Academic Calendar * 2. Consideration of Highest Credential for Photographic Technology B. Personnel, Policies, and Bylaws Committee	Chair Darden Trustee Rosa Langston Trustee Mary Charles Jenkins
X.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 2,3,4,5,6,7,8,9,10,11,12) C. Staff Executive Committee Report	Chair Darden Trustee Jenkins Dr. Tracy Mancini Ms. Bianca Abell
XI.		BOARD COMMENTS	Chair Darden/Trustees
XII.	*	CLOSED SESSION in accordance to N.C. GS 143.318.11 (a)(5) and approval of Closed Session Minutes (September 6, 2022; September 14, 2022)	Chair Darden
XIII.	*	ADJOURNMENT	Chair Darden

* Denotes Action Item

Optional Tour of BLET Building after meeting

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
October 14, 2022	27 th Annual Carteret CC TransImpact Golf Tournament	8:00 AM	Crystal Coast Country Club
October 17, 2022	Escoffier Tickets go on sale		HCAC
October 28, 2022	Pizza Event to Celebrate Visiting French Chefs (Trustees, Foundation Directors, and invited guests only)	5:30 PM	Hospitality & Culinary Arts Center

**CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES
MINUTES OF MEETING
SEPTEMBER 14, 2022**

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 9:00 a.m. on September 14, 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 (In-Person)	Ms. Rosa Langston (In-Person)
Dr. Wrenn Johnson, Vice Chair (In-Person)	Mr. David Long (Zoom)
Mr. Robin Comer (In-Person)	Mrs. Dee Meshaw (In-Person)
Mr. Bill Henderson (In-Person)	Mrs. Catherine Parker (In-Person)
Mrs. Penny Hooper (In-Person)	Mr. Doug Starcke (In-Person)
Mrs. Mary Charles Jenkins (In-Person)	

Trustees Absent

Mr. Doug Brady

Student Government Association

Mr. Anthony Pile 2022-2023 SGA President (In-Person)

Administration Present

Dr. Tracy Mancini	President (In-Person)
Mr. Perry Harker	Vice President, Corporate and Community Education (In-Person)
Mr. Steve Sparks	Vice President, Operations and Facilities (In-Person)
Mr. Matt Banko	Vice President, Finance and Administrative Services (In-Person)
Mrs. Amanda Bryant	Director, Human Resources (In-Person)
Ms. Brenda Reash	Executive Director, Foundation (In-Person)

College Employees Present

Mr. Richard Abell	Director, Emergency Preparedness and Security (In-Person)
Mr. John Green	Director, Campus IT (In-Person)
Mr. Jonathan Tyndall	Director, Institutional Effectiveness (In-Person)
Ms. Christine Turner	Chair, Faculty Executive Committee (In-Person)
Ms. Bianca Abell	Chair, Staff Executive Committee (In-Person)
Ms. Caitlyn Andrews	NC Works Career Coach (In-Person)
Ms. Erin Smith	Nursing Instructor (In-Person)
Ms. Shannon Arthur	Nursing Instructor (In-Person)

Guests Present

Ms. Cheryl Burke
Dr. Darden Eure

Reporter, Carteret News-Times (In-Person)
Morehead City Rotary (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 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 introduced Dr. Darden Eure from the Morehead City Rotary to present a check for \$2000 for an annual scholarship of \$2000, to be awarded to one student in any of the following Health Science Programs: Nursing, Radiography, Respiratory Therapy, or the Paramedic Program.

APPROVAL OF AGENDA

Chair Darden presented the September 14, 2022, agenda for approval by the Board.

Mrs. Mary Charles Jenkins made a motion to approve the September 14, 2022, agenda as presented. Ms. Rosa Langston seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF THE MINUTES

Chair Darden presented the August 10, 2022, Board Meeting minutes and the August 31, 2022, Buildings and Grounds/Finance Joint Committee minutes for approval by the board.

Mrs. Dee Meshaw made a motion to approve the August 10, 2022, minutes and the August 31, 2022, minutes as presented. Mrs. Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Darden began her report by welcoming Laura Sullivan, the new Executive Assistant to the President.

Chair Darden said she had the pleasure of introducing Dr. Mancini at the State Board of Community Colleges meeting on August 19 in Raleigh. While there, Dr. Mancini was able to highlight some of the College's programs and initiatives.

Chair Darden thanked Trustees Robin Comer and Doug Brady for participating in a tour of the College with Congressman Greg Murphy on August 24. Congressman Murphy said, "From an outstanding Student Government Association and innovative classroom instruction to immersive maritime education and workforce training, Carteret Community College plays a big role in preparing workers for real world success after graduation."

Chair Darden thanked Trustees Wrenn Johnson and Mary Charles Jenkins for representing the Board at the 9-11 Commemoration on September 8.

Trustee Jenkins and Chair Darden attended the Murder Mystery Dinner Theater in early September and it was a great experience. The Culinary program collaborated with the Carteret Community Theater on this event and split the proceeds.

Trustees Penny Hooper and David Long and Dr. Tracy Mancini attended the North Carolina Association of Community College Trustees fall seminar in Asheville September 7-9, 2022. Trustee Hooper thanked the Board for sending them to the seminar and said they learned a lot and really enjoyed getting to know others while there.

Chair Darden said that new Trustee Doug Brady was sworn in at the Buildings and Grounds/Finance Joint Committee meeting on August 31.

Thanks to Trustees Jenkins and Hooper for attending the last Savour the Summer Soiree Dinner Series event.

NEW EMPLOYEES

Dr. Mancini recognized the new employees. Each new employee introduced herself to the Board.

A. Laura Sullivan, Executive Assistant to the President/Assistant Secretary to the Board

Laura and her husband moved from Raleigh where Laura worked for the past 9 years at the General Assembly. She said she was excited to be at Carteret Community College and was enjoying meeting everyone.

B. Caitlyn Andrews, NC Works Career Coach

Caitlyn moved to Morehead City in the Fall of 2021. She is assigned to West Carteret High School, home schoolers, and private school students.

C. Erin Smith, Nursing Instructor

Erin is a Carteret County native and moved back to Morehead City in 2012. She said that it has been a dream to be a nursing instructor and that she and Shannon are excited to be the Lead Instructors for the new Spring Cohort of ADN students.

D. Shannon Arthur, Nursing Instructor

Shannon has been a nurse for 21 years and it has been a goal of hers to teach nursing. She started out at Community College and worked her way up and finished her Masters at ECU.

PRESENTATION

Mr. Jonathan Tyndall, Director Institutional Effectiveness, presented a Power Point on the 2022 Performance Measures to the Board. There was discussion and questions from the Board with Mr. Tyndall. Dr. Mancini also commented on the Performance Measures.

NEW BUSINESS

Chair Darden advised the committee that new Trustee Doug Brady will serve on the Buildings and Grounds and Finance Committees.

Ms. Amanda Bryant, Director of Human Resources, was recognized to present several Policies for review. She advised the Board that there were five policies for second reading that would be voted on today. Ms. Bryant gave a brief explanation of these policies and Chair Darden called for a vote.

Mrs. Catherine Parker made a motion to approve the five policies: Employee Leave Policy, Total Credible State Service Policy, Longevity Pay Policy, Non-reappointment Policy (Employment-At-Will Statement), and Debt of Employees to Other State Agencies Policy as presented. Mr. Bill Henderson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Ms. Amanda Bryant then explained 11 policies for review on first reading. There were no questions. The Board was advised there would be a vote for these at the October meeting.

COMMITTEE REPORTS

A. Buildings and Grounds

Mr. Bill Henderson advised the Board that Buildings and Grounds had met last Tuesday, September 6, in a closed session. He said that the full Board will meet this morning in a closed session pursuant to NC General Statute _143.318.11 (a)(5)

B. Finance

Ms. Dee Meshaw advised the Board that the Finance Committee moved to approve the Budget as prepared and presented at their recent meeting to the full Board. Mr. Matt Banko was recognized to present a summary of the Budget. There were questions for Mr. Banko from the Board.

Motion comes from Finance Committee to accept the Fiscal Year 2023 Budget Resolution. Without further discussion, the motion was unanimously approved by voice vote.

Ms. Dee Meshaw advised the Board that the 2023 Employee Performance Bonus was discussed at the August 31, 2022, Finance Committee meeting. The Committee made a motion to approve the FY 2022-2023 Performance Bonus disbursement. Discussion ensued to clarify the source and distribution of performance bonuses. Staff explained that employees must meet the Board-approved criteria to be eligible to receive the performance bonus.

Motion from Finance to approve the State funded performance payout not to exceed the performance based funding allotment of \$157,362 to be disbursed in employees' October 31 paychecks. Without further discussion, the motion was unanimously approved by voice vote.

OTHER REPORTS

A. Foundation Liaison Report

Trustee Mary Charles Jenkins said there are many events and activities going on with the Foundation. She commented that she really enjoyed the last Savour the Summer Soiree. She announced the events that were coming up:

Blood Drive on September 21
Lecture Series

Golf Tournament on October 14

Wine Expo on November 5 (tickets will be on sale soon)

Mrs. Jenkins said the plans for Celebration on the Sound next Spring were underway and the Foundation will be partnering with WRNS to help with talent acquisition, sponsorships, and ticket sales. She also emphasized how important the Annual Fund Drive is and encouraged all Trustees to contribute no matter how large or small the amount The Foundation is also collecting for the Food Pantry; donations may be either food or monetary.

B. President's and Executive Leadership Council Reports

Dr. Tracy Mancini said that the Wastewater School was currently taking place. She said it was great to see all of the activity on campus.

Last year, Carteret CC had the second highest enrollment growth of all 58 Community Colleges, with more than a 20% increase over the previous year. This fall, increases are much smaller, but there is a promise for additional growth with late-start and second-minisession classes.

Dr. Mancini showed the Board the plaque of the Michael Smith etching that former trustee Mike Curtis had left with the College. She explained that she and Logan had asked Dr. Matt Zettl, former Trustee, to create a frame for the etching. She will soon set up a presentation with former Trustees Mike Curtis and Matt Zettl to hang the etching in the Smith Building.

Dr. Mancini said that the BLET classes were meeting both during the day and in the evening. Improvements have been made to the BLET building and are almost complete. She would like the Trustees to tour BLET immediately following the October Board meeting. She offered to take any interested trustees on a short tour of the Automotive Systems Technology building after today's (September 14) meeting.

The College was pleased to have Congressman Greg Murphy visit on August 24, 2022. Dr. Mancini, Chair Darden, and Trustees Robin Comer and Doug Brady toured the campus with Dr. Murphy and his team. He toured Health Sciences, NC MARTEC, Horticulture, Welding, and the living shoreline.

Dr. Mancini thanked those who came to the 9-11 Commemoration on September 8. She commented that our SGA was doing a great job engaging students and the community.

She informed the Board that several staff and faculty members were participating in the Leadership Carteret this year, namely Dr. Maggie Brown, Brandy Bell and Dee Smith.

Dr. Mancini reported that there is a Crucial Conversations for Current and Emerging Leaders Seminar for staff and faculty and that approximately 40 full-time employees participated in the first session. Trustee Penny Hooper asked how she might participate, and Dr. Mancini said she could use the QR code on the flyer in the Board packet.

C. Student Government Association

Mr. Anthony Pile informed the Board that the SGA provided continental breakfast in the two major classroom buildings on the first days of the fall semester. SGA followed up with a successful Back to Class Bash and luncheon at the start of the second week of class.

A "Subs and Clubs" event was on September 12. Students were able to get lunch and learn about clubs and activities available to them on campus. There are two new clubs this year: Horticulture and SAGA. Upcoming events are on September 17 to celebrate Constitution Day with a trivia contest and prizes and Fall Fest, which is in the final planning stages.

BOARD COMMENTS

Trustee Bill Henderson commented that he liked the idea of Dr. Mancini leading trustees on short tours of the buildings and grounds. He encouraged trustees to attend the walk-through of Automotive Systems Technology today and the tour of BLET next month.

Trustee Robin Comer said he was glad that the semester had kicked off smoothly.

Trustee Doug Starcke appreciated VP Banko's work and comments on the Budget.

Trustee Catherine Parker said the meeting was very informative, especially the Performance Measures.

New Trustee David Long said he missed being in-person. He commented that Trustee Hooper did a good job summing up the conference they attended and reiterated Trustee Starcke's comments about looking at the Math and English performance measures to identify opportunities for improvement. He encouraged the College to put together a committee for this purpose and also to explore what other colleges have done.

Trustee Dee Meshaw agreed with comments on the Performance Measures and expressed appreciation to staff for all their hard work and determination.

Trustee Rosa Langston expressed how glad she was to be back in person after her surgery and how informative the meeting was today.

New trustee Penny Hooper said she is learning a lot and this meeting was very informative. She really liked the idea of the campus tours. She said she looks forward to developing relationships with the other trustees.

Trustee Jenkins was thankful for the donation the Morehead City Rotary Club made and is so excited about all the activities and events happening at the College.

Dr. Wrenn Johnson said she loves seeing the activity on the campus and the parking lot full.

Chair Darden said she is excited that Trustees Long and Hooper liked the NCACCT conference. She thanked them for sharing and wanting to know more. She commented that she is awed by the Culinary Center and that it is a great draw for the community.

Trustee Catherine Parker said that the Culinary Center is a great asset to the College and community.

CLOSED SESSION

Mr. Bill Henderson made a motion to move into Closed Session pursuant to NC General Statute 143.318.11 (a)(5).

When the Trustees returned from Closed Session, Trustee Robin Comer made a motion to adjourn the meeting. Trustee Dee Meshaw seconded. Trustees voted unanimously to adjourn at 11:51 a.m.

Following the meeting, Trustees Henderson, Hooper, Johnson, and Jenkins toured the Automotive Systems Technology building with Dr. Mancini. Dean of Applied Sciences Nicole Thompson and Automotive Lead Instructor Brian Salter met them and provided information about the program and facility.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board of Trustees
September 16, 2022

Tracy J. Mancini, Secretary of the Board of Trustees

Date

Melodie Darden, Chair of the Board of Trustees

Date

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TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: October 3, 2022
SUBJECT: Board of Trustees October 12, 2022, Meeting

The College celebrated **National Custodial Workers Day** on October 3 with a special breakfast for the Operations & Facilities staff at the College. These amazing team members play a key role in recruiting and retaining students and employees. We are grateful for their commitment to service and excellence.

The living shoreline held up well in the face of **Hurricane Ian** this past weekend. The College held a remote workday on Friday, September 30. We were fortunate not to sustain any damage from the hurricane. Students, faculty, and staff are supporting **Morehead City Fire & Rescue Department's** efforts to collect cleaning supplies, tarps, roofing repair items, nonperishable foods, and personal hygiene items for those in need in Lee County, Florida. MHCFD has a special connection with Lee County, which was hardest hit by Hurricane Ian, because Lee County firefighters were among the first responders deployed to Carteret County in the aftermath of Hurricane Florence in 2018.

Carteret CC Culinary and Baking & Pastry Arts graduates **Caroline Juba** and **Hannah Geier** have spent the last month in France as part of the College's **Goellner Exchange** program. They have been featured in a number of positive press releases in French media. Program pioneer Chef Alain Capelle and his wife Marie-Claude will visit Carteret County along with newly added Chef Arnaud Hianne and his wife and children October 26 – November 4. We look forward to welcoming our French guests in a series of events, including a workshop with Carteret County Public Schools' "Foods" students. Caroline and Hannah will help plan and execute the **2023 Escoffier Dinner Series**, sharing some of their experiences and demonstrating dishes they learned. Tickets for the Escoffier Dinner Series go on sale October 17.

Kudos to the **Respiratory Therapy** Program for receiving a clean annual report from CoARC, the Commission on Accreditation for Respiratory Care, and to the **Radiography Technician** Program for submitting their detailed compliance report for JCERT reaffirmation (Joint Review Committee on Education in Radiologic Technology).

EdNC reporter **Katie Dukes** will spend October 4 and 5 on campus interviewing faculty and staff as part of the online news organization's effort to visit all 58 NC community colleges this fall. Katie will interview faculty and staff about COVID relief funding, the recent economic impact study made possible by NC Community Colleges and the John M. Belk Endowment, efforts to support early childcare and teacher preparation, and unique programs at the College. We will share EdNC's reports when they are published.

State Board of Community Colleges member Tom Looney brought **Golden LEAF Foundation CEO Scott Hamilton** and two staff members on a tour of Carteret CC's Aquaculture program and Living Shoreline as part of a visit to celebrate the Oyster Economic Development Hub which aims to create 1,000 jobs by 2030. Also attending were Todd Miller and Lexia Weaver from the **North Carolina Coastal Federation**. Aquaculture Chair **Dave Cerino** and Shellfish Farming Academy Instructor **Brian Snyder** did a fantastic job of showing off the College's unique programs.

I hope you will spend time reading the attached reports from the leadership team to learn about the wonderful education, training, and life enrichment programs taking place this fall. Student Services is offering many activities to engage and retain students, including Veteran Student gatherings, Clubs & Subs information events, Fall Festivals, and more. We appreciate the Trustees' support of our events and initiatives.

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TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: September 30, 2022
SUBJECT: Corporate and Community Education Board Report

In partnership with NCWorks, the college assisted in scheduling the Down East Resource Fair last month in the Smyrna community. Attendees had the opportunity to learn about resources available in education & training pathways, employment opportunities, health, mental health, substance abuse issues, transportation, veteran resources, housing, legal services, financial assistance, and much more. There were more than twenty-five local agencies present.

We hosted the Coastal Collections and Distribution Certification Wastewater School last month after a two-year pause. More than **200** students attended the school, the majority from out of the county.

We continue to enroll new or returning English as a Second Language students into our evening classes on campus and at Newport Elementary School. As a result, we are seeing an increase in the number of students attending both ESL classes.

Our Customized Training area has scheduled Lean Manufacturing classes and events at Parker Offshore Boats that will be ongoing through October. Also, several Lean Manufacturing classes are scheduled at Veneer Technologies in November and December.

The Big Rock Career Center and our Customized Training program will hold a Job Fair for Apprenticeship Partners in November. In addition, we will introduce a new Industrial Manufacturing Technician Apprenticeship training program to the companies participating.

The college will partner with Emerald Isle Police Department to host Servant Leadership training in October. This multi-session training will train the entire Emerald Isle Police Department and will be open to all county law enforcement. In addition, we have also scheduled Crisis Intervention Training for Law Enforcement for early October, open to all county law enforcement.

The firing range schedule is full through the end of the year as we complete mandatory firearms training for all our local law enforcement agencies, including the US Coast Guard.

NC Department of Public Safety Probation and Parole has requested that we host mental health awareness and response training for their supervisors in October.

We will offer a new class, Living Shoreline Academy for those working or interested in this field.

Conducted an off-campus Marine Captain's Course (OUPV, Upgrade to Master 100 Ton, & Assistance Towing) at USCG Station Oregon Inlet, Nags Head from 9/19-9/30.

Several public safety organizations in the county are attending Rescue Diver training courses with the intent of forming a County dive team. Additionally, individuals are progressing through all levels of certification, working toward obtaining the Rescue Diver certification.

The WIOA Youth program has been partnering with area high schools to provide resume and interview skills to seniors as they prepare for college applications, scholarship interviews, and seeking full-time employment opportunities.

The massage program hosted an Open House Wednesday, September 21, 2022, from 8 am-Noon with free chair massages and reflexology. Light refreshments were served as well. The event was successful.

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TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 10/02/22
SUBJECT: Board of Trustee 1012/14/22 Meeting

Report from Leadership Carteret: So far, I have enjoyed exploring Newport, Camp Albemarle, and Morehead City. Going into the Port and the walking tour of the Promise Land neighborhood have been personal highlights so far. My group is working with the Coastal Federation on our leadership project.

- We are preparing for the end of the first eight weeks of curriculum classes and looking forward to second eight week classes beginning October 17th. Each day, we get a couple more students coming through admissions, and the staff is excelling at helping folks find entry paths, even into the second eight weeks and assisting CCP students with finding classes for fall and for spring.
- We will once again be offering Winter Term classes. These will be six-week classes that begin the first of December and end before Spring classes start. These classes will be available for enrollment by the beginning of November.
- Student Life has been extremely active under the guidance of our new Student Life Coordinator, Kristian Jenkins. We had a great back to class bash with breakfast for two days for all students. Fall Festival will be October 5th in the Civic Center with games, student clubs tables, laser tag, and plenty of food. Our First ever Carteret CC Trunk or Treat will be October 26th for our students and their families. We have 50 trunks signed up to treat our community.
- Our Library is helping students and faculty to explore virtual learning opportunities with VR Goggles. These high-quality virtual experiences allow students to interact in STEM environments, tour works of art around the world, and experience other cultures. Ms. Ashley Bizzell's Humanities class is giving a presentation based on their VR experiences in the Anne Frank house, walking in the world through a simulated blind experience, and learning more about the African American experience in America.
- The preparation for the first cohort of Spring ADN students is well underway. Two additional nursing faculty have been hired to teach the additional students, the acceptance notifications have been sent, and alternates have been accepted as well. Our partners at CHC have been extremely supportive with additional clinical rotations and additional clinical equipment to support our increasing numbers.
- Middle School and High School Outreach Events planned for fall:
 - October 21, Friday-Middle School Manufacturing, BioNetwork event, MarTec activity and welding activity
 - November 4, Friday-High School Construction Trades Day, welding and boat manufacturing activity, masonry activity, and activities in collaboration with Cont. Ed. and Homebuilders
 - November 18, Friday-Middle School Farm-To-Table Day, focus on Horticulture, Aquaculture, and Culinary

In addition to these outreach opportunities, one of our Admissions counselors will have office hours at Cherry Point every other Tuesday to assist Marines and their families who are interested in programs at Carteret CC.

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TO: Carteret Community College Board of Trustees
FROM: Matt Banko, Vice President of Finance & Administrative Services
DATE: September 30, 2022
SUBJECT: Board of Trustee October 12, 2022 Meeting

Financial Services

- Busy Summer - The Annual Comprehensive Financial Report (ACFR) was submitted 8/26, the Financial Statements were submitted 9/20, and the Single Audit was submitted 9/19
- Persistent Purchasing Agent solidified two critical Radiography program equipment purchases totaling \$137K. This was a 6-month endeavor.
- The Student Accounts Technician processed financial assistance for 1490 curriculum and 208 continuing education students totaling \$1.6M
- The College's Shipping/Receiving and Fixed Assets Coordinator has been accepted into the North Carolina Community College Leadership Program
- The Payroll Accountant processed payroll increases, retroactive increases, and labor market adjustments in the first quarter of the fiscal year. The second quarter will be just as busy.
- The Accounts Payable Technician processed 2,689 vouchers in the first quarter. 96% in less than a week.
- The table below provides cash balances as of September 1, 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
Jul-22	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
Aug-22	09/01/22	09/03/22	\$ 341,046.12	09/01/22	09/06/22	\$ 2,641,634.55	09/02/22	09/03/22	\$ 265,037.04

Expenditure Update

- State and County expenditures are at anticipated levels through September 30
- \$871,045 was added to the base allocation of \$14,217,155 totaling \$15,088,200
- Total state expenditures totaled \$3.5M or 23.45% of state allocations as of September 30
- County operating expenditures totaled \$734K or 25.8% of the FY-23 allocation
- County capital projects expenditures totaled \$279K largely related BLET Building renovation
- The table on the next page summarizes actual to budget amounts for State, County and Institutional Funds by purpose

State					
			<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$	3,540,406	\$ 799,736	22.6%
2XX	Curriculum Instruction		6,651,931	1,679,867	25.3%
3XX	Continuing Education		1,680,115	397,500	23.7%
4XX	Academic Support		1,090,586	277,159	25.4%
5XX	Student Support		1,315,329	330,250	25.1%
9XX	Equipment/Capital		809,833	54,584	6.7%
Totals:		\$	15,088,200	\$ 3,539,096	23.5%

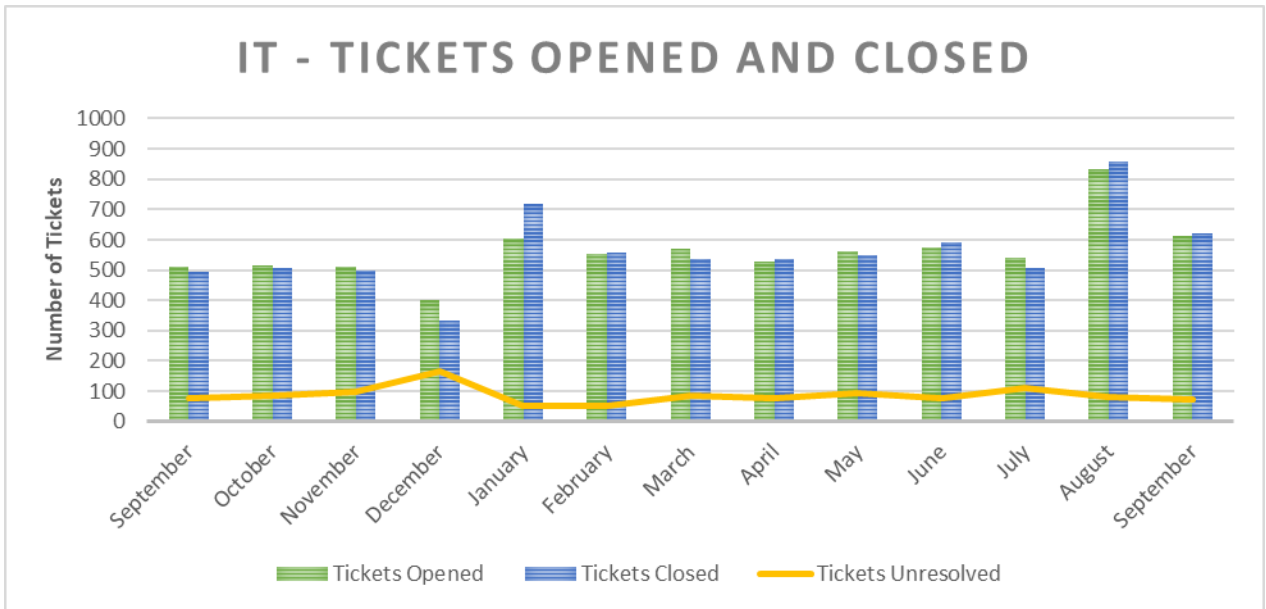
County					
			<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$	398,521	\$ 109,614	27.5%
6XX	Plant Operations & Maintenance	\$	2,447,479	624,374	25.5%
9XX	Capital Outlay	\$	1,515,115	233,491	15.4%
Totals:		\$	3,974,900	\$ 967,479	24.3%

Institutional					
			<u>Annual Budget</u>	<u>Actual</u>	<u>% of Budget</u>
1XX	Institutional Support	\$	1,212,000	\$ 281,249	23.2%
2XX	Curriculum		323,000	114,606	35.5%
3XX	Continuing Education		200,000	77,919	39.0%
4XX	Academic Support		475,000	27,803	5.9%
5XX	Student Support		573,000	166,641	29.1%
7XX	Proprietary/Other		100,000	61,929	N/A
8XX	Student Aid		3,410,000	1,365,034	40.0%
9XX	Capital Outlay		1,650,000	102,313	6.2%
Totals:		\$	7,943,000	\$ 2,197,494	27.7%

Campus Information Technology

- Current Projects
 - Network & Security Administrator position has been offered and accepted by candidate
 - Advansys & DestinyOne server setup is completed, DestinyOne training is underway
 - Rural Broadband Project – discovery call completed, onsite visit scheduled for Oct 13th
 - Evaluating and updating CIS Security Controls
 - Upgrading some of the End of Life switches across campus
 - Reviewing faculty and staff laptops to refresh aging devices
 - Consolidating network switch location in McGee
 - Providing work study opportunities for 3 students and consideration for HS Internships

- Table below is a summary of tickets processed through September 29:




Emergency Preparedness and Security

- As part of ACCSSO, participated in a Readiness Assessment for Wilson Community College at their request. This may lead to a broader Peer review program that could benefit CCC
- Assisting in placement and security for various on campus events
- Provided weather briefings and guidance related to Hurricane Ian
- Provided orientations for High School Equivalence (HSE) and Adult High School (AHS)
- Evaluating operability of emergency alert equipment and cameras

COVID-19/HEERF Funding

- Table below is an update on HEERF funding, expenditures and remaining balance as of 9/28:

	Student Emergency Relief	Institutional Portion COVID-19 Emergency Relief Grant	Strengthening Institution Program (SIP)	Supplemental Assistance to Institutions of Higher Education Program (SAIHE)
Deadline to Spend Funds	June 30, 2023	June 30, 2023	June 30, 2023	June 30, 2023
Total Award	\$2,455,407	\$3,134,876	\$242,415	\$484,461
Total Funds Spent (as of September 28, 2022)	\$2,455,407	\$2,444,153	\$242,415	\$282,472
Remaining Funds	\$0	\$690,723	\$0	\$201,989

TO: Carteret Community College Board of Trustees
FROM: Steve Sparks, Vice President, Operations and Facilities
DATE: September 30, 2022
SUBJECT: Board of Trustee October 12, 2022 Meeting Date

- The BLET renovation is now complete. We hope you will get a chance to walkthrough and see the changes.
- Alternative routes to direct stormwater runoff are being explored at the new firing range site. Currently a long ditch would have to be installed to route the stormwater.
- The McGee second floor renovation is complete with the exception of a sliding glass entry door that is projected to be shipped in November.
- The Civic Center/Smith building roof replacement contract has been fully executed. We are expecting an update on projected material procurement timeline soon.
- Phase III of the trail is ready to release for bid. DOT has approved our encroachment request.
- Routine and Preventative Maintenance is ongoing.

October 11-14 I will be attending the North Carolina Association of Community College Facility Operations (NCACCFO), 2022 Fall Conference in Carolina Beach.

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: September 30, 2022
SUBJECT: Board of Trustee October 12, 2022 Meeting
Date

The *Building Our Future Together* Capital Campaign is officially closed. The total amount raised in cash and pledges from 2018 to the closeout was \$4,234,139. There remains \$242,758.94 in outstanding pledges that will continue to come in until 2026.

Fundraising and Donation & Resale Program revenue to-date for this new fiscal year is: \$91,641; 15.52% of total year budget goal.

Foundation staff all completed the quarterly reviews, this is the first review of the new fiscal year. All are inline or ahead of 2022-2023 individual goals.

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.

Community Relationship and Current Activities:

A fall annual fund giving mailer was sent out to donor's that have given in past year's but not yet this year; board members were not included.

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

- Beaufort Wine & Food - [Oyster Roast 2022 | Beaufort Wine & Food \(beaufortwineandfood.org\)](#)
- Crystal Coast Corks & Forks - [Crystal Coast Corks & Forks | Culinary Arts Charity Org. \(cccorksnforks.org\)](#)

Campus tours with the following:

- Lori and Phil Jones, Crystal Coast Corks & Forks, goal to establish a scholarship for the Culinary Program.

The Foundation is in the middle of the 2021-2022 Audit, this will be completed in the next couple week. The audit form will report to the Foundation Board at the January 2023 meeting.

The Foundation team and board committees' regular meetings held for financial and event planning: Board of Directors September regular meeting; Crystal Coast Wine Expo planning meeting, New Board member orientation, New Board member lunch with officers and campus tour, monthly Finance Committee meeting.

2022 EVENT HIGHLIGHTS

- The Foundation hosted its final lecture of 2022 on Thursday, October 6th. Local artist, Michelle Fairchild, was the guest speaker and shared her story of escaping Domestic Violence.

UPCOMING EVENTS

**27th Annual Carteret Community College Golf Tournament presented by TransImpact
Friday, October 14th – Crystal Coast Country Club**

The golf tournament is full for this year. Thanks to all of our sponsors and participants.

2023 Escoffier Chef's Dinner Series

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

- Tuesday, January 25th
- Tuesday, February 21st
- Tuesday, March 21st
- [Tuesday, April 25th](#)

GRANTS

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

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		
Dollar General Foundation	Basic Skills	\$4,417		\$4,000	
Expanding Community College Economic Impact	Health Sciences Simulation Lab Coordinator	\$98,844			\$98,844
Minority Male Success Initiative	AVISO	\$50,000			\$50,000
Department of Labor Strengthening Community Colleges Training Grants	Fund the Step-Up program				\$4,987,540
Golden LEAF CBDI Initiative Initial Proposal	Fund Health Sciences Staffing Needs and Equipment	\$953,000	\$953,000		
\$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	
Maritime Center of Excellence		\$0			
NC Sea Grant	Living Shoreline Academy	\$141,268	\$141,268		
NSF Engines Grant (as subcontract)	Aquaculture/workforce development	\$115,280			
Totals		\$2,190,071	\$ 1,861,700.00	\$63,830	\$5,136,384

[Return to Agenda](#)

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

Recruiting/Hiring*

Position	Replacing	Status
Nursing Instructor (12-month)	New	Nicole Rasmussen DOH 11/1
Office Manager, TRiO	Nancy Van Doren	Vickie Bannon DOH 10/14
Network & Security Administrator	Chris Jacobs	Curtis Gillikin DOH 10/17
Custodian Team Leader	New	Melinda Godette promotion DOH 10/1
Certified Nursing Assistant Chair	New to replace current p/t	1 interview on 9/20; not sure good fit
Cosmetology Instructor	Sherri Miller	Posting closes 9/30
Webmaster & Social Media Coordinator	New	Posting closes 9/20; reposted & closes 9/28
Instructor, Automotive/Diesel	New	Posting closes 10/17

*Excludes Adjunct part-time, temporary job postings

Historical Data:

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

Employee Headcount and Turnover

September Headcount		September Turnover	FY23 Turnover	Turnover Rate
F/T Perm Faculty	64	.60%	2.42%	FY22: 16.36%
F/T Perm Staff	98			FY21: 13.35%
P/T Perm Faculty	2			FY20: 8.48%
P/T Perm Staff	2			FY19: 10.66%
Total Perm	166			FY18: 6.49%
Total Payroll	311			

Recent Employee Departures

Position	Name	Date
Maintenance Mechanic II	Rick Patterson	9/30/22

Additional Item:

Completed review of 47 job descriptions; Phase I of an internal & Labor Market Salary comparison.
 Completed Cohort 9 of Crucial Conversations Training; All permanent employees of the College have completed the training except for one current and two new hires. I will run another session in Jan or Aug 2023.
 Continued the Leadership Symposium: Crucial Conversations for Emerging & Current Leaders

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 09/30/2022
SUBJECT: Board of Trustee ___10/14/2022_____ Meeting

1. I hosted our first Veterans and Dependents Meet and greet. We had around 10 students show up, but these students were very happy to have an event just for them. I plan to host another event in the morning with hopes to reach more students.
2. The SGA is hosting our Annual Fall Fest on October 5th and hope to have a great turnout.
3. The Veteran Student Success Center has started celebrating the Military Birthdays. The first one was the Air Force's 75th birthday. The Next is the Navy on October 13th for their 247th birthday.
4. I am planning a Trunk or Treat for October 26th from 5:30-7pm in the McGee parking lot. There are over 50 cars currently registered for this event.
5. We have our Annual Veteran's Day Breakfast for November 10th at 7:30am in the Hospitality and Culinary Arts Center. This breakfast is open to all veterans in Carteret County. We will also celebrate the Marine Corps 274th birthday on this day as well.

TO: Carteret Community College Board of Trustees
FROM: Christine Turner, FEC Chair
DATE: September 29, 2022
SUBJECT: Board of Trustee ___October 2022_____ Meeting

Esteemed Members of the Board,

- Faculty are working diligently on generating ideas for faculty-centric professional development models (ie Moodle work sessions)
- Faculty will also work on identifying needed faculty handbook updates
- One request has been made to evaluate keeping the exercise policy
- Our next meeting is scheduled for October 21

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

Best Regards,

Christine Turner, M.Ed., NRP
FEC Chair

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TO: Carteret Community College Board of Trustees
FROM: Bianca Abell, SEC – Staff Executive Committee Chair
DATE: August 10, 2022
SUBJECT: Board of Trustee October 12 Meeting

The Staff Executive Committee held a meeting on September 16, 2022 in Joslyn Hall at 11:00 AM. Twelve members of staff were in attendance. This month's team building exercise was Jenga. Those in attendance enjoyed this exercise. Next month the SEC will play Scattegories.

Area Reports:

1. Applied Sciences – Bessie Wells reported:
 - A. On September 23, a High School Event Manufacturing Day will be held. This will be for high schoolers and advanced Manufacturing students. Programs included will be Boat Manufacturing Systems and Welding. There will be a Middle School Event for Manufacturing Day in October 21. The same programs will be represented.
 - B. Skill USA will have their first meeting starting September 13, 2022.
2. Business Office – Teresa Terrell reported:
 - A. The Business Office continues to work on Financial Statements which are due to auditors on 9-20-2022
 - B. GEERS funds are to be paid and documentation provided to the System Office by 9-15-22
 - C. Student financial aid refunds for the Fall 2022 semester will be available 9-20-22
 - D. Purchases for the upcoming holidays will be discussed during the next meeting
3. Corporate and Community Education – Merianne Grigoriuc reported:
 - A. CCED has ongoing registration for Fall WFD classes and Life Enrichment Classes. Classes can now be registered and paid for online.
 - B. Jerome Shepard continues to develop apprenticeship programs with community businesses. He is currently developing a Hospitality Apprenticeship with The Beaufort Hotel.
 - C. WIOA continues to enroll in the youth, and adult programs. Outreach is ongoing within the campus community, businesses, community partners and new partners, such as faith-based programs. The Career Center is partnering with Vocational Rehabilitation to offer a Resource Fair September 27, 2022 in Smyrna.
4. Distance Learning – Ed Ladenburger reported on a Faculty Executive Committee Meeting he attended, and provided a Distance Learning specific report:
 - A. FEC (Faculty Executive Committee) asked that we (SEC) touch base with facilities folk (custodians) -- ask the folk with “boots on the ground” – what does Carteret CC need to do to make recycling at CCC effective? How can we all partner to create a recycling “awareness campaign” and to support recycling efforts on campus? Would facilities be willing to add an artistic recycling (created by the welding department) to a location on/near the new walking trail to the regular recycling collection/pickup?
 - B. Fall launch reasonably smooth – enrollments, courses all up and running
 - C. The Distance Learning community is monitoring the fallout from a recent ruling regarding “room scans” as part of online proctoring. A link to an NPR report about the case is provided here: <https://www.npr.org/2022/08/25/1119337956/test-proctoring-room-scans-unconstitutional-cleveland-state-university>
 - D. Ed would like to remind staff, that the LMS can provide useful functionality beyond course shells and student enrollment
5. Health Sciences – Teresa Biggers reported:

- A. Radiography - The senior Class of 2023 are selling T-shirts for National Rad Tech Week as a fund raiser. The money they raise will help offset the cost of the conference they will attend in March 2023 in Wilmington, NC. Students will begin taking orders 9/12/22. The new cohort Class of 2024) have been in Radiography Boot Camp on Thursdays and will complete the boot camp on September 22, 2022. They will begin their clinical rotations on September 27 at area facilities.
 - B. Cosmetology – A Cosmetology student, Trishelle Pena, entered the Intercoiffure America Canada Nouveau Student Contest. Trishelle submitted a video sharing why textured hair was important to her. The competition panel loved her texture video and she has been selected as a finalist in the Intercoiffure Nouveau Student competition. As a finalist, Trishelle Pena will be recognized on Intercoiffure and partner websites, as well as onscreen at the Intercoiffure Atelier in New York City October 2/3. If Trishelle Pena is chosen as their winner, both Trishelle and I will travel to New York City and be recognized onstage. Trishelle will be graduating this fall semester and this is a very prestigious opportunity. I’m overjoyed for her and I look forward to seeing what other great opportunities will come her way as a result of this experience.
 - C. Medical Assisting - Every year Medical Assistants Recognition Week is celebrated during the third full week in October. This year Medical Assistants Recognition Week is October 17–21, 2022, Medical Assistants Recognition Day is October 19, 2022
 - D. Respiratory Therapy - Respiratory Care Week is always celebrated on the last full week of October. This year Respiratory Care Week is Oct. 23–29, 2022.
6. IT – James Michales reported:
- A. IT is continuing with updating desktops and laptops with Windows 11. We also are in the process of some wiring projects.
 - B. Chris Malone is working on the Advansys and Destiny 1 implementations, beginning data scrubs for clean up, and finalizing RTR file transmissions for Net Tutor.
7. Student Services – Lewis Stroud reported:
- A. Veterans Meet & Greet Wednesday 9/14/22 3-6
 - B. Leadership Academy has offered slots to 20 students on September 30th
 - C. Fall Fest October 5th 12-3
 - D. Veteran and MMSI Priority Registration October 20th & 21st. (veteran’s in the Veteran Center)

Old Business

Teresa Biggers has the link to the Anonymous Suggestion Box used in the past and offered to send it out again. Discussion surrounded wanting separate submission abilities for staff, faculty, and students.

Lewis Stroud and Bessie Wells joined Devon Willis as members of the Bylaws Adhoc Committee. Two more members are needed to complete the subcommittee.

Donna Singletary suggested that it would be helpful if recycling was separated into correct bins, liquids were emptied from containers before adding them to bins, and cardboard boxes were broken down before placing them in recycling.

- It was suggested that the vendor be contacted to inquire about a pickup container, and to ask if cardboard and other recyclables can be mixed together.
- It was suggested that the ease of contents removal be considered, and that the location be chosen based on simplicity of adding it to existing trash pickup – perhaps near the Bryant Building.
- A trawler design was suggested. It would need to be approved by Dr. Mancini following a conversation with Steve Martin and custodial staff.
- Lewis Stroud reported that Student Services (via SGA) will assist with recycling awareness by distributing posters for America Recycles Day on November 15th.

The next meeting will be on October 21st, 2022 in Joslyn Hall at 11:00 AM.

Teresa Biggers motioned to adjourn and Donna Singletary seconded. Meeting adjourned at 11:55AM.

TO: Carteret Community College Board of Trustees
FROM: Anthony Pile, President, SGA
DATE: 09/30/2022
SUBJECT: Board of Trustee __10/12/2022_____ Meeting

1. We will start discussion and planning the Spring Fling at our next SGA meeting.
2. Fall Fest is scheduled to be held on October 5th from 12-3 pm.
3. The leadership academy the SGA was participating in was rescheduled due to hurricane Ian.
4. The September SGA Senate Meeting was also rescheduled to the first week in October.

Policy Proposal

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

Originator: Amanda Bryant Date Submitted: August 31, 2022

New Policy

Revise Existing Policy

Policy No.: 2.1.4 **Policy Title:** Recruitment/Application/Hiring Policy

Responsible Division: Human Resources

Citation: N/A 1C SBCCC 200.94 (a) (13)

Signature/ Date Approved: Board of Trustees XX/XX/XXXX

SACSCOC: _____

EFFECTIVE _____

Policy Statement:

Carteret Community College is an equal employment opportunity employer that does not discriminate based on race, religion, color, national origin, sex, gender, age, or disability. It is the policy of Carteret Community College to identify and hire the most qualified and professional employees available to meet the institution's needs. Procedures for filling all vacant permanent positions shall be established consistent with applicable laws and in conformity with the College's Equal Employment Opportunity Policy to ensure fair and equitable treatment of applicants. As appropriate, the College will seek to afford advancement opportunities for current staff by establishing additional procedures for internal transfers and promotions.

The President shall have the authority to appoint such subordinate offices, agents, and employees as deemed necessary to carry out the purpose of the College.

The President, in conjunction with input from appropriate members of the administrative staff, shall establish reasonable minimum standards as to character, qualifications, training, competence, and physical abilities necessary for satisfactory job performance. These standards will be developed in consideration of required standards such as those appropriate to Equal Employment Opportunity Policies and Laws; the Southern Association of Colleges and Schools Commission on Colleges and other applicable agency, local, state, and federal standards, regulations, and laws.

Policy Proposal

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

Originator: Amanda Bryant Date Submitted: August 31, 2022

New Policy

Revise Existing Policy

Policy No.: 2.1.7 **Policy Title:** Probationary Status Policy

Responsible Division: Human Resources

Citation: N/A

Signature/ Date Approved: Board of Trustees XX/XX/XXXX

SACSCOC: _____

EFFECTIVE _____

Policy Statement:

Individuals receiving initial appointments to permanent full-time or part-time positions of the College must serve a ~~twelve~~six-month probationary period and successfully complete review requirements as outlined in procedures accompanying this policy. The probationary period is an extension of the selection process. Probationary employees receive all applicable benefits afforded to other permanent employees as they meet eligibility requirements, unless specifically excluded in a particular policy. Probationary employees are not subject to disciplinary or appeals provisions outlined in the College's Disciplinary or Conflict Resolution Policies, except in cases with compelling evidence that discrimination is a factor in adverse decisions.

With just cause, probationary periods may be extended for up to an additional ~~three~~six months if approved by the departmental Vice President, the College President and the Director of Human Resources.

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: Amanda Bryant Date Submitted: August 31, 2022

New Policy

Revise Existing Policy

Policy No.: 2.4.5

Policy Title: Unlawful Harassment Policy

Responsible Division: Human Resources

Citation: N/A 1C SBCCC 200.94

Signature/ Date Approved: Board of Trustees XX/XX/XXXX

SACSCOC: _____

EFFECTIVE 11/1/2018

Policy Statement:

Carteret Community College is committed to providing a learning and working environment free of unlawful harassment including sexual harassment, and retaliation. The College strongly disapproves of, and will not tolerate, unlawful harassment and retaliation. This policy prohibits unlawful workplace harassment and retaliation in accordance with the definitions set forth below. Unlawful harassment is a form of discrimination that violates Title VII and IX of the Civil Rights Act of 1964. This policy applies to unwelcomed or unsolicited speech or conduct occurring in the workplace and/or in other settings where College employees may be in connection with their work, ~~to include~~ including but not limited to, school trips and related social events. All persons are expected to refrain from engaging in conduct that may be construed as retaliation and unlawful harassment. Likewise, each person is expected to take the necessary steps to prevent and eliminate its occurrence.

The College's Director, Human Resources ~~Director~~ shall serve as the ~~Title IX Officer as well as the~~ authorized party to receive and process all complaints under this policy, involving College employees, with the exception of discrimination of students not related to sexual misconduct, which are handled per guidelines in the College Catalog & Student Handbook. If there is reason to believe the Director, ~~of~~ Human Resources is implicated in or a party to the alleged harassing behavior, then the ~~Vice President of Finance and Administration~~ College President should be consulted.

In determining whether conduct constitutes unlawful harassment, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which it occurred. Any employee found to be in violation of this policy will be disciplined in accordance with the *College Policy & Procedures Manual*. Any student found to be in violation of this policy will be disciplined in accordance with student conduct disciplinary action in the *College Catalog & Student Handbook*.

Definition of Terms:

DEFINITIONS OF HARASSMENT AND EXAMPLES OF INAPPROPRIATE BEHAVIOR COVERED BY THIS POLICY

1. Unlawful harassment is unwelcome or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, or handicapping condition as defined by N.C. Gen. Stat. § 168A-3 that creates a hostile work or learning environment or circumstances involving quid pro quo.

2. Hostile work or learning environment is one that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile environment is determined by looking at all of the circumstances, including the frequency of the harassing conduct, its severity, whether it is humiliating or physically threatening, and whether it unreasonably interferes with an employee's work performance, or with a student's academic performance and/or full benefit from College programs or services.

3. Quid pro quo harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or other terms or conditions of employment.

b. Submission to or rejection of such conduct by an individual is used as the basis for employment or other decisions affecting such an individual.

4. Examples of sexual harassment may include all activities that attempt to extort sexual favors, inappropriate touching, suggestive comments, and public display (including on or via computers) of pornographic or suggestive calendars, posters, or signs.

5. Sexual harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by participants. However, the College strongly discourages romantic and sexual relationships between faculty and student or between supervisor and employee even when such relationships appear, or are believed to be, consensual. The lines of power and authority that exist between the parties may undermine freedom of choice. If a charge is made by a party in a consensual relationship, the College will treat the charge the same as any other charge.

6. Retaliation is on adverse treatment ~~which~~ that occurs because of opposition to unlawful harassment. Retaliation by any employee of the college against a student or an employee for using the policy and its procedures in good faith is grounds for appropriate disciplinary action.

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: Amanda Bryant Date Submitted: August 31, 2022

New Policy

Revise Existing Policy

Policy No.: 2.4.7

Policy Title: Resignation Policy

Responsible Division: Human Resources

Citation: N/A

Signature/ Date Approved: Board of Trustees XX/XX/XXXX

SACSCOC: _____

EFFECTIVE 11/1/2018

Policy Statement:

Carteret Community College requests any employee desiring to resign from employment submit a written notice to the President at least ~~30 calendar days~~ two weeks prior to the planned last day of actual work. Faculty are expected to finish their academic or training course work before resigning. The President reserves the right to negotiate employment end date dependent upon the needs of the College.

The College expects resigning employees to complete the College's exit process prior to last day of work.

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: Amanda Bryant Date Submitted: August 31, 2022

New Policy

Revise Existing Policy

Policy No.: 2.5.1

Policy Title: Exercise Policy

Responsible Division: Human Resources

Citation:

Signature/ Date Approved: Board of Trustees XX/XX/XXXX

SACSCOC: _____

EFFECTIVE 11/1/2018

Policy Statement:

~~Carteret Community College is committed to the physical well-being of its employees and encourages each employee to maintain a healthy lifestyle. Believing that moderate exercise increases energy and productivity, the College allows all employees, with permission of the direct supervisor, to take up to 30 minutes during the regular work day for the purpose of exercise.~~

~~The President shall establish procedures for the implementation of this policy, consistent with North Carolina law and the Administrative Code.~~

Procedure Proposal

Please complete the Procedure Proposal Template below.

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

Originator: Amanda Bryant

Date Submitted: ____

New Procedure Revise Existing Procedure

Correlating Policy No.: 2.5.1

Correlating Policy Title: Exercise Policy

Procedures:

- ~~• This policy conveys a privilege not an entitlement.~~
- ~~• With permission of the employee's supervisor, employees may take up to 30 minutes per day away from their desks for the purpose of exercising.~~
- ~~• This policy is voluntary for the intended purpose and does not confer an equal privilege to any other employees for any other purpose.~~
- ~~• The 30 minutes is non-cumulative and can be taken in any combination as long as the total time does not exceed 30 minutes in one day.~~
- ~~• The time an employee takes away from his or her desk should begin and end on campus (i.e. cannot be used to leave early or arrive late.)~~
- ~~• The intent of the policy is to encourage exercise; therefore, the expectation is that the time would be used for such activities as walking, jogging, or using the Basic Law Enforcement Training gym.~~
- ~~• This policy is not intended to limit the schedules or work flexibility of salaried employees or employees exempt from the Fair Labor Standards Act.~~
-

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: Amanda Bryant Date Submitted: August 31, 2022

New Policy

Revise Existing Policy

Policy No.: 2.4.4

Policy Title: Disciplinary Action, Suspension and Dismissal

Responsible Division: Human Resources

Citation: N/A1C SBCCC 200.94

Signature/ Date Approved: Board of Trustees XX/XX/XXXX

SACSCOC: _____

EFFECTIVE 11/1/2018

Policy Statement:

The College recognizes that occasions may arise in the course of employment when employee behavior or conduct does not meet expectations, violates College policy, or violates the North Carolina State Government Ethics Act (NC Gen Stat 138A). Employee corrective or disciplinary action for unsatisfactory job performance, misconduct, or non-compliance with College policies, procedures, or other established standards shall generally be conducted on a progressive basis through the immediate supervisor in consultation with the next level supervisor and Human Resources. Disciplinary action beyond coaching or written warnings require the approval of the College President.

The College President or designee shall establish procedures consistent with this policy and applicable laws or regulations.

~~An employee, regardless of occupation, position, profession, or work performed, may be coached, admonished, warned, reprimanded, placed on a time-limited probationary agreement, suspended, or dismissed based on documented actions or behaviors.~~

~~Written coaching or a written summary of an in-person coaching meeting may take place and be documented in writing by any supervisor at the College. Such documentation should be retained by the supervisor as a record, but does not need to be submitted to Human Resources for the employee's personnel file.~~

~~Admonishments, warnings, or reprimands should be documented in writing at the dean or vice president level, with supporting documentation from the employee's direct supervisor(s).~~

~~All admonishments, warnings, or reprimands should have the appropriate vice president's approval and signature, and they should be submitted to the Director of Human Resources for review prior to delivery to the employee. Human Resources will file a copy of this documentation in the employee's file immediately following delivery of the notice to the employee.~~

~~Time-limited probationary agreements, suspensions, or dismissals may only be authorized and communicated by the President of the College, or the President's designee. These documents will be prepared by the President in coordination with the Director of Human Resources and will become part of the employee's file immediately following delivery of the notice to the employee.~~

~~Causes for disciplinary action, suspension and/or dismissal shall include, but not limited to:-~~

- ~~1. Inefficiency or incompetence in the performance of duties.—~~
- ~~2. Negligence in the performance of duties.—~~
- ~~3. Careless, negligent, or improper use of College property or equipment.—~~
- ~~4. Failure to maintain satisfactory and harmonious working relationships with the public and/or employees.—~~
- ~~5. Habitual improper use of sick leave privileges.—~~
- ~~6. Habitual pattern of failure to report for duty at the assigned time and place.—~~
- ~~7. Failure to obtain or maintain a current license or certificate required by law as a condition for performing the job.—~~
- ~~8. Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination).—~~
- ~~9. Guilty of gross, infamous, notoriously disgraceful conduct, or other conduct prejudicial to the College.—~~
- ~~10. Conviction of a felony, a crime involving moral turpitude, or a misdemeanor which carries a penalty of 60 days or more confinement (an employee shall be suspended if charged with a felony or a crime involving moral turpitude). If an employee is charged with a felony or misdemeanor other than a traffic infraction, he or she shall notify the College President within 48 hours of the time he/she is charged with the offense. Failure to do so may result in the employee's immediate dismissal.—~~
- ~~11. Misuse of College funds.—~~
- ~~12. Falsified job information to secure position with the College.—~~
- ~~13. Participation in any action that would in any way seriously disrupt or disturb the normal operation of the institution.—~~
- ~~14. Trespassing on the home of any trustee or employee for the purpose of harassing or forcing dialogue or discussion from the occupants.—~~
- ~~15. Willful damage or destruction of property.—~~
- ~~16. Willful acts that would endanger the lives and property of others.—~~
- ~~17. Possession of unauthorized firearms or lethal weapons on the job.—~~
- ~~18. Brutality in the performance of duties.—~~
- ~~19. Reporting to work under the influence of alcohol or drugs, or partaking of such substances on the job.—~~
- ~~20. Acceptance of gifts in exchange for "favors" or "influences."—~~
- ~~21. Disclosure of confidential information from official records.—~~
- ~~22. Sexual harassment.—~~
- ~~23. Making false, misleading or ambiguous statements, deliberately or willfully, whether verbal or written, in connection with any official College business or records.—~~
- ~~24. Advocating the overthrow of the Government of the United States or the State of North Carolina by force, violence, or other unlawful means.—~~
- ~~25. Failure to comply with such reasonable requirements as the Board may prescribe.—~~

~~Violation of the terms or conditions of probation or other disciplinary action The President shall develop procedures for disciplinary action, suspension and dismissals.—~~

~~Administration reserves the right to enter disciplinary action at any stage from First Notice to suspension, demotion or dismissal after careful consideration of all related circumstances.— Factors to be considered relate to all available facts specific to the current situation, the employee's role at the College, as well as the impacts on the College's ability to safely and faithfully carry out its mission.—~~

~~The President shall develop procedures for disciplinary action, suspension and dismissals.—~~

Definition of Terms:

-
~~Admonish is to caution against specific faults meaning to warn or to reprove mildly. For the purposes of this policy, reprimand is defined as a severe or formal rebuke.~~

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: Amanda Bryant Date Submitted: August 31, 2022

New Policy

Revise Existing Policy

Policy No.: 2.4.1

Policy Title: Employee Ethics Policy

Responsible Division: Human Resources

Citation: N.C. Gen. Stat. § 138A

Signature/ Date Approved: Board of Trustees XX/XX/XXXX

SACSCOC: _____

EFFECTIVE 11/1/2018

Policy Statement:

~~College employees must act at all times in a manner which is consistent with the highest standards of ethics and professionalism. Such standards include concern for the needs of students, respect for the dignity of fellow employees, commitment to the service of our community, and adherence to the NC State Government Ethics Act (N.C. Gen. Stat. § 138A).~~

~~The purpose of the Act is to raise ethical awareness, clarify ethical guidelines, ensure that systems/programs/policies are in place, and to heighten accountability within the employing entity when making decisions to promote the public good. As public servants, employees are prohibited from use of a public position in a manner that will result in financial benefit to the employee, a member of the employee's family, or a business with which the employee is associated.~~

(Note: This is not a required policy. Compliance with the NC State Government Ethics Act is a matter related to disciplinary action, suspension or dismissal, and will be addressed under that specific policy and procedures.)

Policy Proposal

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

Originator: Amanda Bryant Date Submitted: August 31, 2022

New Policy

Revise Existing Policy

Policy No.: 2.2.1 Policy Title: Salary Determination Policy

Responsible Division: Human Resources

Citation: 1 C SBCCC 200.94 N/A

Signature/ Date Approved: Board of Trustees XX/XX/XXXX
EFFECTIVE _____

SACSCOC: _____

Policy Statement:

It is the policy of the Board that salary determinations for College employees are made in a way that promotes both internal and external equity. Internal equity speaks to employees within the College who are doing comparable jobs with comparable experience. External equity speaks to the marketplace in which the College recruits its employees.

The Board directs the President to develop salary determination methods for College employees that meet these objectives and address the following:

- Provisions and criteria for salary determination.
- Requirements for annual salary review.
- Establishment of salary formulas, ranges, or schedules.
- Establish rates and procedures for paying substitute instructors-
- Provisions for pay incentives for advanced degree attainment.
- Establishment of criteria for eligibility and disbursement of Performance-based Bonuses.

As set forth by the State Board of Community Colleges, the portion of the College's President's salary derived from State funds will be set by the North Carolina Community College System in accordance with the State salary schedule. The Board of Trustees has the responsibility of setting and adjusting the county portion of the President's salary.

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: Amanda Bryant Date Submitted: August 31, 2022

New Policy

Revise Existing Policy

Policy No.: 2.2.7 Policy Title: Rates of Pay Policy

Responsible Division: Human Resources

Citation: 1C SBCCC 200.94

Signature/ Date Approved: Board of Trustees XX/XX/XXXX

SACSCOC: _____

EFFECTIVE 11/1/2018

Policy Statement:

~~The salary plan/rates of pay for state and county funded permanent full and part time employees shall be approved by the Board of Trustees and administered by the President of the college.~~

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~~Salary increases shall not be granted except on July 1 of the fiscal year unless a position change necessitates such action or unless the state authorizes such action. Basic increments will be provided to all full time employees annually based on guidelines established by the State Board of Community Colleges and the North Carolina General Assembly.~~

-

~~Employees paid from institutional funds as well as part time personnel salary rates, are determined locally by the President of the College and will not necessarily match or follow those provided for full time personnel.~~

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~~As set forth by the State Board of Community Colleges, the portion of the President's salary from State funds must be approved by the President of the North Carolina Community College System in accordance with the State salary schedule. The Board of Trustees has the responsibility of setting and adjusting the county portion of the President's salary.~~

Policy provisions included in Salary Determination Policy

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: Amanda Bryant Date Submitted: August 30, 2022

New Policy

Revise Existing Policy

Policy No.: 2.2.8

Policy Title: Substitute Faculty and Pay for Curriculum Policy

Responsible Division: Human Resources

Citation: N/A

Signature/ Date Approved: Board of Trustees XX/XX/XXXX

SACSCOC: _____

EFFECTIVE 11/1/2018

Policy Statement: (Note: provision for this policy consolidated in the Salary Determination Policy)

~~NOTIFICATION OF NEED FOR SUBSTITUTE~~

~~Any instructor needing to be absent from a teaching assignment during the officially scheduled times, or needing to reschedule the time or place of class meetings, must notify the Program Chairperson as soon as he/she becomes aware of the needed change (Program Chairpersons not meeting their own classes must notify their Division Deans). When appropriate, and if schedules allow, permanent faculty may be asked to cover for absent faculty. However, when it is necessary to pay a substitute, the Program Chairpersons or Division Deans must choose a substitute instructor who has credentials appropriate to the course and write a contract for the hours that person teaches. This contract follows the regular adjunct contract process.~~

~~SALARY RATE FOR SUBSTITUTES~~

~~The rate of pay is determined by the part-time pay scale. (The one exception is that a less-qualified individual may be hired to proctor an exam for one class period at a rate of \$10 per hour.)~~

~~COMPENSATING FOR PAYING A SUBSTITUTE~~

~~If the faculty member being covered by the substitute is an adjunct, then his/her pay must be docked for the missed time via a "contract change notice" processed through the Human Resources Office.~~

~~If the faculty member being covered by the substitute is a permanent employee and is using leave (see Leave Policies and Procedures), or is away on College business, then the divisional budget pays for the substitute.~~

~~If the faculty member being covered by the substitute is a permanent employee and wants to be away for personal business that is not covered by our leave policies, then the pay for the sub should be deducted from the faculty member's salary. Notification must be sent to the Director of Human Resources to process such a deduction.~~

~~In no circumstances should the employee pay a substitute directly.~~

~~ADDITIONAL NOTIFICATIONS~~

~~In addition to processing the contract for pay and the change form for the original adjunct's contract, the Program Chairperson should advise the Office of the Vice President for Instruction and Student Support about day substitutes and evening substitutes.~~



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

Policy No.: <u>__3.1.18__</u>	Policy Title: <u>__Withdrawal Grade Policy__</u>
Responsible Division: Instruction & Student Support	Citation: _____
Signature/ Date Approved: Board of Trustees XX/XX/XXXX	SACSCOC: _____
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."~~



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

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