



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 – **Wednesday, September 14, 2022 at 9:00 a.m., Historic Camp Glenn Building**

AGENDA			
I.		CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.		FOUNDATION CHECK PRESENTATION Morehead City Rotary, Dr. Darden Eure	Chair Melodie Darden
III.	*	APPROVAL OF AGENDA	Chair Melodie Darden
IV.	*	APPROVAL OF MINUTES (August 10, 2022 Attachment 1 ; August 31, 2022 Attachment 2)	Chair Melodie Darden
V.		CHAIR REPORT	Chair Melodie Darden
VI.		NEW EMPLOYEES A. Laura Sullivan, Executive Assistant to the President B. Caitlyn Andrews, NC Works Career Coach C. Shannon Arthur, Nursing Instructor D. Erin Smith, Nursing Instructor	Chair Melodie Darden Dr. Tracy Mancini
VII.		PRESENTATION A. Performance Measures	Mr. Jonathan Tyndall
VIII.	*	NEW BUSINESS A. 2022-2023 Committee Assignments B. Policies for Review-Second Read Attachments 3,4,5,6,7 C. Polices for Review-First Read Attachments 8,9,10,11,12,13,14,15,16,17,18	Chair Melodie Darden Ms. Amanda Bryant Ms. Amanda Bryant
IX.	*	COMMITTEE REPORTS A. Buildings and Grounds B. Finance 1. State Budget FY 2022-2023 2. 2023 Employee Performance Bonus	Chair Melodie Darden Trustee Bill Henderson Trustee Dee Meshaw
X.		OTHER REPORTS A. Foundation Liaison Report B. President's and Executive Leadership Council Attachments 19 , 20 , 21 , 22 , 23 , 24 , 25 , 26 , 27 , 28 C. Student Government Association; Attachment 29	Chair Melodie Darden Trustee Mary Charles Jenkins Dr. Tracy Mancini Mr. Anthony Pile
XI.		BOARD COMMENTS	Chair Melodie Darden
XII.	*	CLOSED SESSION in accordance to N.C. GS 143.318.11 (a)(5)	Chair Melodie Darden
XIII.	*	ADJOURNMENT	Chair Melodie Darden



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DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
September 21, 2022	Blood Drive	9:00a.m.-2:00p.m.	Hospitality & Culinary Arts Center
October 5, 2022	Fall Fest	12:00pm-3:00pm	Civic Center
October 6, 2022	Lecture series-Local Artist Tale of Escaping Domestic Violence	6:30p.m.	Hospitality & Culinary Arts Center
October 11-14, 2022	Fall Break		
October 14, 2022	27 th Annual Carteret CC TransImpact Golf Tournament	See link	Crystal Coast Country Club

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

AUGUST 10, 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 August 10, 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 (Zoom)
Dr. Wrenn Johnson, Vice Chair (In-Person)	Mr. David Long (In-Person)
Mr. Bill Henderson (In-Person)	Mrs. Catherine Parker (In-Person)
Mrs. Penny Hooper (In-Person)	
Mrs. Mary Charles Jenkins (In-Person)	

Trustees Absent

Mr. Robin Comer
Ms. Dee Meshaw
Mr. Doug Starcke

Student Government Association

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

Administration Present

Dr. Tracy Mancini	President (In-Person)
Mr. Matt Banko	Vice President, Finance and Administrative Services (In-Person)
Dr. Maggie Brown	Vice President, Instruction and Student Support (In-Person)
Mrs. Amanda Bryant	Director, Human Resources (In-Person)
Mr. Perry Harker	Vice President, Corporate and Community Education (In-Person)
Ms. Logan Okun	Director, Marketing and Public Information (In-Person)
Mr. Steve Sparks	Vice President, Operations and Facilities (In-Person)

College Employees Present

Mr. Richard Abell	Director, Emergency Preparedness and Security (In-Person)
Ms. Donna Cumbie	Executive Director, Business Operations (In-Person)
Mr. Billy Hurley	Lead Instructor, Diesel & Heavy Equipment (In-Person)
Mr. Kyle McMilleon	AV Specialist, IT (In-Person)

College Employees Absent

Mrs. Bianca Abell	Chair, Staff Executive Committee
Ms. Christine Turner	Chair, Faculty Executive Committee

Guests Present

Mrs. Cheryl Burke	Reporter, Carteret News-Times (In-Person)
Ms. Sue Kreuser	Community Member (In-Person)
Ms. Wendi Oliver	Scott Eckholdt Summer Camp Funder (In-Person)
Ms. Diane Tetreault	Scott Eckholdt Summer Camp Funder (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.

ACKNOWLEDGEMENT OF NEW TRUSTEES

Chair Darden introduced the new Trustees: Mrs. Penny Hooper, Mr. David Long, and SGA President Anthony Pile. Each new trustee was recognized and asked to say a few words about themselves; all expressed excitement to begin this new opportunity. The current trustees introduced themselves to the new trustees.

FOUNDATION CHECK PRESENTATION

Chair Darden introduced Ms. Wendi Oliver and Ms. Diane Tetreault who presented a check for \$16,000 for the Scott Eckholdt Summer Camp. Ms. Oliver explained that the camp was established in memory of Scott Eckholdt by friends to celebrate Carteret County heritage and Scott's love for hunting and fishing, while creating educational programs to preserve and conserve natural resources. The fund will provide full funding for children in-need to attend summer camps that introduce Aquaculture, Boatbuilding, Welding, Horticulture, and Culinary programs.

APPROVAL OF AGENDA

Chair Darden presented the August 10, 2022, agenda for approval by the Board.

Mrs. Mary Charles Jenkins made a motion to approve the August 10, 2022, agenda as presented. Dr. Wrenn Johnson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF THE MINUTES

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

Mrs. Mary Charles Jenkins made a motion to approve the June 14, 2022, minutes as presented. Dr. Wrenn Johnson seconded the motion. Without, further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Darden announced that Trustee Rosa Langston had surgery and was participating via Zoom. She thanked Ms. Langston for participating remotely.

Chair Darden said she had submitted a letter with the Board's sentiments about MaST High School to Superintendent Dr. Rob Jackson for his report to the Board of Education regarding the future of MaST. The letter provided specifics details about course offerings, resources available to students, and student success in terms of degree and certificate completion.

Chair Darden highlighted the following items:

- Chair Darden and Trustee Mary Charles Jenkins served on the interview committee for the new Executive Assistant to the President. They interviewed six candidates over a two-day period.
- Clerk of Court Ken Raper administered the Oath of Office to Trustees Penny Hooper and David Long on Friday, August 5, during a trustee orientation meeting which included a tour of campus led by Dr. Mancini. She advised the second part of the Trustee orientation (the part conducted by fellow trustees) will be scheduled in September. Also attending the trustee orientation were Trustees Jenkins and Henderson.
- The North Carolina Association of Community College Trustees (NCACCT) fall conference will be in Asheville on September 7. New trustees are required to complete an orientation at this conference. Chair Darden said the conference is a great networking opportunity for trustees. Any trustees interested in attending should let Dr. Mancini know by August 15.
- Chair Darden informed trustees that the last Savour the Summer Soiree is September 12, and the upcoming 27th Annual Carteret Community College TransImpact Golf Tournament will be October 14 at the Crystal Coast Country Club.

NEW BUSINESS

A. 2022-2023 Committee Assignments

Chair Darden explained committee assignments to the Board. She advised the new trustees of their committee assignments. The Chair said that committee meeting times would be established at the first committee meeting.

B. 2022-2023 Nominations Committee Members Election

Chair Darden reminded the Board that the Nominations Committee is the only committee for which the Board elects members. Each year, at the annual meeting, the Board elects one representative from each of the three appointing agencies as listed below:

- Board of Commissioners
- Governor's Office
- Board of Education

Chair Darden opened the floor for Board nominations from each of the appointing agencies

- Board of Commissioners (Trustees Johnson, Starcke, Meshaw)

A motion came from Mr. Bill Henderson to nominate Dr. Wrenn Johnson as a member of the Nominations Committee. Chair Darden asked Dr. Johnson if she accepted the nomination. Dr. Johnson said she did accept the nomination. Without further discussion, the motion was unanimously approved by voice vote.

- Governor's Office (Trustees Darden, Jenkins, Langston, Hooper)

A motion came from Dr. Wrenn Johnson to nominate Mrs. Mary Charles Jenkins as a member of the Nominations Committee. Chair Darden asked Mrs. Jenkins if she accepted the nomination. Mrs. Jenkins said she did accept the nomination. Without further discussion, the motion was unanimously approved by voice vote.

- Board of Education (Trustees Comer, Henderson, Long, Parker)

A motion came from Chair Melodie Darden to nominate Mr. Bill Henderson as a member of the Nominations Committee. Chair Darden asked Mr. Henderson if he accepted the nomination. Mr. Henderson said he did accept the nomination. Without further discussion, the motion was unanimously approved by voice vote.

C. Policies for Review – First Read

Chair Darden asked Mrs. Amanda Bryant, Director of Human Resources, to explain the Policies she had prepared for a first read. Mrs. Bryant provided an overview of the proposed revisions to the following policies, which appeared in the Board of Trustees meeting packet:

1. Employee Leave Policy; [Attachment 3 in Board Packet](#)
2. Total Credible State Service Policy; [Attachment 4](#)
3. Longevity Pay Policy; [Attachment 5](#)
4. Non-reappointment Policy (Employment-at-Will Statement); [Attachment 6](#)
5. Debt of Employees to Other State Agencies Policy; [Attachment 7](#)

NEW EMPLOYEES

A. Mrs. Teresa Terrell

Vice President of Finance and Administrative Services Matt Banko introduced Mrs. Teresa Terrell as the new College Cashier. Teresa also attends classes at Carteret CC.

B. Ms. Jeanne Oden, Ms. Tina Futrell, and Mr. Jerome Shepard

Vice President of Corporate and Community Education Perry Harker introduced Ms. Jeanne Oden and Ms. Tina Futrell, both new Administrative Assistants in Corporate and Community Education and both graduates of Carteret CC. He also introduced Mr. Jerome Shepard, new Business and Industry Director in Corporate and Community Education.

COMMITTEE REPORTS

A. Buildings and Grounds

Trustee Bill Henderson reported the committee met on July 27, 2022 to discuss the Smith Building/Civic Center Roof replacement and Delegation of Oversight for Projects.

Vice President Sparks commented on the Smith Building/Civic Center Roof Replacement project and said that it was long overdue.

Motion comes from the Buildings and Grounds Committee with the recommendation to approve moving forward with the Smith Building/Civic Center Roof Replacement. Without further discussion, the motion was unanimously approved by voice vote.

Trustee Bill Henderson advised the Board he would like to have full board approval for Delegation of Oversight for Projects \$500,000-\$2,000,000. He described various projects that would benefit from this delegated

authority, which would remove the requirement for Office of State Construction oversight, if the College so chose. Vice President Sparks commented in favor of this request. There was some discussion between the Board members, Mr. Sparks, and Trustee Henderson.

Motion comes from the Buildings and Grounds Committee with the recommendation to have full approval from the Board to have delegation of oversight for projects \$500,000-\$2,000,000. Without further discussion, the motion was unanimously approved by voice vote.

OTHER REPORTS

A. Foundation Liaison Report

Trustee Mary Charles Jenkins reported that the Foundation now has five boats for sale. The Boatyard is seeking additional boat donations to improve Foundation revenue. She updated the trustees about the following upcoming events: The Murder Mystery Dinner on September 7 and 8 and the 27th Annual Carteret CC TransImpact Golf Tournament on October 14. She reported the next Foundation meeting will be September 13.

B. President's and Executive Leadership Council Reports

Dr. Tracy Mancini welcomed the new Trustees, Mrs. Penny Hooper and Mr. David Long, to the Board meeting. She thanked Ms. Wendi Oliver and Ms. Diane Tetreault for being there to present the check for the Scott Eckholdt Summer Camp. Dr. Mancini also thanked Mrs. Amanda Bryant for presenting proposed policy revisions, Mr. Kyle McMilleon for setting up the Zoom meeting, Mr. Ray Tillery with Sweet Beans for providing the delicious breakfast, and Mr. Scott Lane for setting the room up for the meeting. She welcomed the new staff and said that it was great to hire graduates of Carteret CC.

- In addition to her report in the packet, Dr. Mancini said the Welcome Forward Meeting with Staff and Faculty was held August 8. MaST students began classes on August 9 and regular classes will start on August 15.
- Dr. Mancini reported that the NC General Assembly approved a 3.5% increase in salaries for community college employees. The Budget package for the Community Colleges will go to the State Board of Community Colleges for approval on August 18. Tuition remained at \$76/credit for this year.
- Amy Snider-Wells, Chair of the Basic Law Enforcement Training, coordinated an Active Shooter Training for some of our staff. Richard Abell, Chair Security and Emergency Preparedness, Dr. Mancini, and the Vice Presidents participated in this training.
- Dr. Mancini commented that she hoped the trustees had read the VP reports. She advised the Board about the upcoming Apprenticeships and the Spring Cohort with the Associated Degree in Nursing.
- Dr. Mancini thanked Chair Darden and the Trustees, the Faculty and Staff, and the Vice Presidents for getting off to a great start this year.

C. Student Government Association

Mr. Anthony Pile, Student Government President 2022-2023, presented the Student Government Association report, which was included in the Board packet.



BOARD COMMENTS

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

The new trustees were welcomed and Trustee Jenkins commented at how amazing this Board is and what each trustee brings to the table. New Trustee Ms. Penny Hooper said this was a great first meeting. SGA President Anthony Pile said he was very excited to be here, both as a student and a part of this board. Many trustees expressed they were looking forward to a good start to the school year.

ADJOURNMENT

There being no further business to come before the Board, Mrs. Mary Charles Jenkins made a motion to adjourn the meeting at 10:27 a.m. Dr. Wrenn Johnson 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
BUILDINGS AND GROUNDS/FINANCE JOINT COMMITTEE
MINUTES OF MEETING
AUGUST 31, 2022

CALL TO ORDER

Following proper public notification, Trustee Bill Henderson, Buildings and Grounds Committee Chair, called the meeting to order at 4:02 p.m. on Wednesday, August 31, 2022, in the Henry J. McGee Boardroom, Carteret Community College, Morehead City, North Carolina. Trustee Dee Meshaw, Finance Committee Chair, called the meeting to order at 4:02 p.m. The following were present in-person:

Buildings and Grounds Committee Members Present:

Mr. Bill Henderson, Chair
Mrs. Melodie Darden, Ex-Officio
Mr. Doug Starcke

Finance Committee Members Present:

Mrs. Dee Meshaw, Chair
Mrs. Melodie Darden, Ex-Officio
Mr. Bill Henderson
Dr. Wrenn Johnson
Mr. Doug Starcke

Administration/Others Present:

Dr. Tracy Mancini, President
Mr. Matt Banko, Vice President of Finance and Administrative Services
Mr. Perry Harker, Vice President of Corporate and Continuing Education
Mr. Steve Sparks, Vice President of Operations and Facilities
Mr. Kevin White, Public Safety Coordinator
Mrs. Laura Sullivan, Executive Assistant to the President/Assistant Secretary to the Board
Mr. Kyle McMilleon, AV Coordinator

APPROVAL OF AGENDA

Chair Dee Meshaw presented the August 31, 2022, agenda for approval by the committee. Trustee Melodie Darden seconded the motion.

APPROVAL OF MINUTES

Buildings and Grounds minutes were not approved from the July 27, 2022, meeting due to there not being a quorum.

PRESENTATION OF STATE BUDGET FY 2022-2023

Mr. Matt Banko explained the State Budget for FY 2022-2023. He began with the Executive Summary; Attachment 2. Mr. Banko advised the committee that there was a 22.8% Curriculum FTE increase over the previous year and that State funding increased 13.8% over the prior year across all areas.

There was some discussion between the committee and Mr. Banko. Mr. Banko requested that the budget request move forward to the full Board. Chair Meshaw asked if there were any more questions and there being none, she asked for a motion.

Dr. Wrenn Johnson made a motion to recommend the Budget to the Board of Trustees. Without further discussion, the motion unanimously passed by voice vote.

CONSIDERATION OF 2023 EMPLOYEE PERFORMANCE BONUS

Dr. Tracy Mancini reported on the 2023 Employee Performance Bonus; Attachment 3. She advised the committee that Jonathan Tyndall, Director of Institutional Effectiveness, would be presenting the most recent Performance Measures Report to the full Board at the next Trustees meeting. The College's performance resulted in an increase in the amount of performance funding the College received. Dr. Mancini and her team proposed disbursing a 2.14% to use all the State Performance Bonus Funds for bonuses. In a year when employees have been challenged by high inflation, giving as much bonus as possible seemed appropriate, she said. There was some discussion between the committee and Dr. Mancini.

Mr. Bill Henderson made a motion to approve the FY 2022-2023 Performance Bonus disbursement, matching 2.14% of employee's base salary based on the discussed guidelines. Mr. Doug Starcke seconded the motion. Without further discussion, the motion unanimously passed by voice vote.

CONSIDERATION OF FIRE TOWER FACILITY BIDS

Mr. Matt Banko advised the committee that the College had advertised for bids for the Fire Tower in July. There was response from only one company. Following State construction procedures, that bid was not opened and the College re-advertised but still received just the one bid. Upon opening the bid, just before this committee meeting, the College found it to be much higher than anticipated, based on estimates received in the planning phase of the project.

There was discussion between the committee and Mr. Steve Sparks, Dr. Tracy Mancini, and Mr. Matt Banko. Mr. Sparks explained that this was a very specialized project and they were running into supply chain issues. Dr. Mancini said administration would research the bid and seek line-item estimates to better understand options before the next Board meeting, scheduled for September 14. Thus, there was no Board action taken.

OTHER ITEMS DEEMED APPROPRIATE

Mr. Matt Banko advised the committee that he had submitted the ACFR (Annual Comprehensive Financial Report) Friday, August 26, 2022. This is Part I to creating a financial statement on or before September 20.

ADJOURNMENT

There being no further business to discuss, Mr. Bill Henderson made a motion to adjourn the meeting at 5:00 p.m. Ms. Dee Meshaw seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board of Trustees
August 31, 2022

Tracy J. Mancini, Secretary of the Board of Trustees

Date

William Henderson, Chair of Buildings & Grounds Committee

Date

Dee Meshaw, Chair of Finance

Date



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TO: Carteret Community College Board of Trustees Attachment 19

FROM: Dr. Tracy Mancini, President

DATE: September 8, 2022

SUBJECT: Board of Trustees September 14, 2022, Meeting

As I write, **Trustees Hooper and Long** and I are attending the **North Carolina Association of Community College Trustees (NCACCT) conference**, which includes new trustee orientation. More than 330 attendees (trustees and presidents) gathered for sessions on statewide educational attainment goals, public records requests, open meetings law, financial considerations for community college leaders, campus safety/security, and state performance measures. Mr. Jee Hang Lee, president of the national Association of Community College Trustees (ACCT) gave a keynote address on “The Evolving Roles and Responsibilities of Community College Leaders.”

Speaking of **statewide performance measures**, Carteret CC’s Director of Institutional Effectiveness **Jonathan Tyndall** will share information on this year’s key performance indicators at our September meeting. We welcome trustee insights and questions and will share data from the NCACCT conference.

This month, the College launched a leadership symposium for any and all faculty and staff interested in learning more about NC Community Colleges and college leadership paths. The series, called **Crucial Conversations for Current & Emerging Leaders** features a series of guest presenters for Zoom workshops, followed by in-person discussions. The flyer with topics and presenters is attached.

On September 8, the College marked the 21st anniversary of the tragedy and losses experienced on **September 11, 2001**. College faculty and staff worked with the Student Government Association to commemorate the event, including the opportunity for participants to plant small American flags on the lawn in front of the College’s 9/11 memorial plaque/tree in front of the Historic Camp Glenn Building. We thank all who participated for their assistance in recognizing first responders for their heroism.

We are also preparing to celebrate **Constitution Day** on September 17. September 17, 1787, was the last gathering of the delegation that signed and enacted the Constitution of the United States of America. The Student Government Association and the Instruction and Student Support are planning awareness events and a competition to engage students in this event.

The Chamber of Commerce is holding its **Leadership Carteret** program for the first time since the pandemic started this fall. **Brandy Bell**, director of the College’s Small Business Center, and **Dr. Maggie Brown**, VP of Instruction and Student Services, will represent the College in the Class of 2022.

A delegation from Carteret CC will attend the Belk Center’s **Rural College Leadership Program** gathering in Raleigh September 18-20 to share and glean best practices to promote greater access and success of all of students and prospective students in Carteret County. Nine other NC community colleges are part of this initiative. **Vonda Godette** and **Allison Daniel** completed Equity Coach training conducted by the Belk Center this month.

Welcome to **Laura Sullivan**, who started her position as Executive Assistant to the President/Assistant Secretary to the Board of Trustees on August 22. Laura has quickly established positive relationships with the employees around her and brings experience from her nine years as a legislative assistant in the General Assembly.

CRUCIAL CONVERSATIONS

FOR CURRENT & EMERGING LEADERS

Hear what statewide experts have to say about Community College Leadership. Open to all.



HYBRID SEMINAR SERIES

SEP. 1 - DEC. 8

3:30 - 4:30 PM

Agenda

- SEP 01** **ORIENTATION** with Dr. AJ Jeager
- SEP 15** **WHAT IT MEANS TO BE A COMMUNITY COLLEGE LEADER IN 2022**
with Dr. Laura Leatherwood & Dr. Jason Hurst
Follow-up | Sep. 22 | Joslyn Hall
- SEP 29** **COLLEGE CHARACTER: HIRING & PROMOTING**
with Dr. Mary Kirk & Dr. Joseph Barwick
Follow-up | Oct. 06 | Joslyn Hall
- OCT 13** **VALUES & DECISION MAKING**
with Dr. Pamela Senegal & Dr. Lisa Chapman
Follow-up | Oct. 20 | Joslyn Hall
- NOV 10** **INTENTION VS. ARTICULATION: CONTROLLING YOUR COMMUNICATION**
with Dr. Denise Henning & Dr. Levy Brown
Follow-up | Nov. 17 | Joslyn Hall
- DEC 01** **FORWARD FRICTION: IMPLEMENTING DIFFICULT CHANGE**
with Dr. Murray Williams & Mr. JB Buxton
Follow-up | Dec. 08 | Joslyn Hall

Moderators



DR. TRACY MANCINI
President, Carteret CC



AMANDA BRYANT
Director, HR Carteret CC

Register Here



Confirmed Speakers



DR. AJ JEAGER
Executive Director, Belk Center for CC Leadership & Research



DR. LAURA LEATHERWOOD
President, Blue Ridge CC



DR. JASON HURST
President, Cleveland CC



DR. MARY KIRK
Vice President, SACSOC



DR. JOSEPH BARWICK
Retired 3rd President, Carteret CC



DR. PAMELA SENEGAL
President, Piedmont CC



DR. LISA CHAPMAN
President, Central Carolina CC



DR. DENISE HENNING
Dir. of UNCW/3C Collaborative & Coordinator of CC Leadership



DR. LEVY BROWN
Senior Vice President & Chief Academic Officer, NCCCS



DR. MURRAY WILLIAMS
President, Roanoke-Chowan CC



MR. JB BUXTON
President, Durham Technical CC

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TO: Carteret Community College Board of Trustees Attachment 20

FROM: Perry Harker

DATE: September 7, 2022

SUBJECT: Corporate and Community Education Board Report

We are partnering with North Carolina - American Water Works Association (NCAWWA) to host the Coastal Collection and Distribution Certification School in September. We are one of two NC community colleges partnering with the association to offer certification training for those working in the wastewater and water industries.

All Carteret County EMS personnel attended a required four-hour Protocol Update as directed by Medical Director. This included basic and advanced life support personnel, a total of 395 EMS personnel were trained.

Several Carteret CC staff members participated in the Indian Beach/Salter Path Community Night. We were able to promote college programs to the community.

We hosted active shooter training at West Carteret High School. Over the two days of training, approximately 140 officers from twelve (12) different agencies attended. (Agencies included Carteret County Sheriff's Office, Beaufort PD, Morehead PD, Atlantic Beach PD, Pine Knolls Shores PD, Emerald Isle PD, Cape Carteret PD, Newport PD, NC Wildlife, NC Marine Fisheries, NC DPS Probation and Parole, Indian Beach PD). NC State Highway Patrol assisted in the training by providing specialized trained instructors certified in the most recent response to an active shooter, the response standard developed by FLETC (Federal Law Enforcement Training Center in Brunswick, GA).

Provided culinary teambuilding training for local a CPAs office held in the Hospitality and Culinary Arts Center. The company employees made Ravioli, sauce, and Focaccia Bread from Scratch!

We are completing the application for continued designation as a Center of Excellence for Domestic Maritime Workforce Training and Education via the US Maritime Administration. The application is due 9/19/22.

Started the fall semester Crystal Coast Fire Academy class. The academy is a twenty-week training program that will allow students to complete state firefighting certifications, preparing students for entry-level careers in public safety. There are nineteen students enrolled.

The Small Business Center held a Women in Business Vendor Expo last month in the McGee parking lot. There were sixty-five women on business vendor present and many shoppers throughout the day.

The WIOA team works closely with NCWorks to develop employer and job seeker outreach. In September, NCWorks and WIOA will assist with a Community Resource Fair (9/27) in Smyrna. Additionally, WIOA and NCWorks will host outreach partnership visits with One Harbor, DSS, and Vocational Rehabilitation. Staff will also participate in a resume writing workshop for ECHS students.

Started our HVAC I class with 22 students enrolled. Other trades classes are scheduled to start in mid-September.

The college received notification that the North Carolina State Employees Credit Union Foundation has approved scholarships for all 58 community colleges. Carteret will receive \$15,000 to award thirty \$500 scholarships for students enrolled in short-term certification programs.

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TO: Carteret Community College Board of Trustees Attachment 21

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

DATE: 09/08/22

SUBJECT: Board of Trustee 09/14/22 Meeting

I am so sorry that I will not be with you for the monthly meeting, but I am very happy to report that I am part of the Leadership Carteret Class of '22! Since I got here in July of 2020, I have been told repeatedly that it is a “must do” experience. These meetings will require my attendance on Wednesdays through November. I look forward to seeing new parts of Carteret County and enlarging my network for the benefit of our students.

- Curriculum Seats Enrolled in Courses Snapshot: Current as of 09/08/22 unduplicated headcount 1,546, up .6% compared to 8/25/22. Estimated FTE 638.840, down .59% compared to 8/25/22.
 - Note, Second 8 weeks classes begin October 17th.
 -
- On September 8th, our campus hosted the annual memorial of 9/11. First responders from several departments in Carteret County were in attendance, along with our BLET class, staff, faculty, students, and community members. American flags were planted at our memorial tree and remained through the weekend of 9/11.
- Instruction and Student Support areas have had several new hires in the past couple of months.
 - Caitlyn Andrews, NC Works Career Coach
 - Erin Smith, Nursing Faculty
 - Shannon Arthur, Nursing Faculty
- Middle School and High School Outreach Events planned for fall:
 - September 23, Friday-High School Manufacturing. Will include tours of Jarrett Bay and Parker, tour of MarTec and an activity with CNC router with faculty Adam Parchman
 - 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
- With the closing of MaST following the class of '23, we are actively working to support the CCPS BOE's goals to support personalized pathways for all high school students. We are looking at some nontraditional scheduling options and helping to remove as many barriers to dual enrollment as possible, following the state regulations for CCP.
- Fall '22 Student Funding Updates:
As a “last dollar” funding model, the College Used Tuition and Fee Assistance funding through remaining institutional funds in the amount of \$16,310 to assist 140 students with tuition and fee costs. Those students purchased their own books and materials. We will be studying the retention of these students to determine the effectiveness of those funds in aiding student success.

TO: Carteret Community College Board of Trustees Attachment 22

FROM: Matt Banko, Vice President of Finance & Administrative Services

DATE: September 7, 2022

SUBJECT: Board of Trustee September 14, 2022 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
Jan-22	02/01/22	02/04/22	\$ 507,645.83	02/01/22	02/23/22	\$ 386,006.01	02/01/22	02/04/22	\$ 662,485.29
Feb-22	03/01/22	03/07/22	\$ 466,734.15	03/01/22	03/25/22	\$ 257,902.24	03/01/22	03/07/22	\$ 318,020.27
Mar-22	04/01/22	04/04/22	\$ 446,076.25	04/01/22	04/18/22	\$ 752,124.37	04/01/22	04/04/22	\$ 206,470.09
Apr-22	05/02/22	05/04/22	\$ 827,939.29	05/02/22	05/04/22	\$ 3,276,425.80	05/02/22	05/04/22	\$ 481,860.54
May-22	06/01/22	06/02/22	\$ 443,754.59	06/02/22	06/06/22	\$ 2,250,905.70	06/02/22	06/03/22	\$ 209,109.50
Jun-22	07/01/22	07/08/22	\$ -	07/01/22	07/08/22	\$ 2,866,624.31	07/01/22	07/07/22	\$ 66,490.50
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

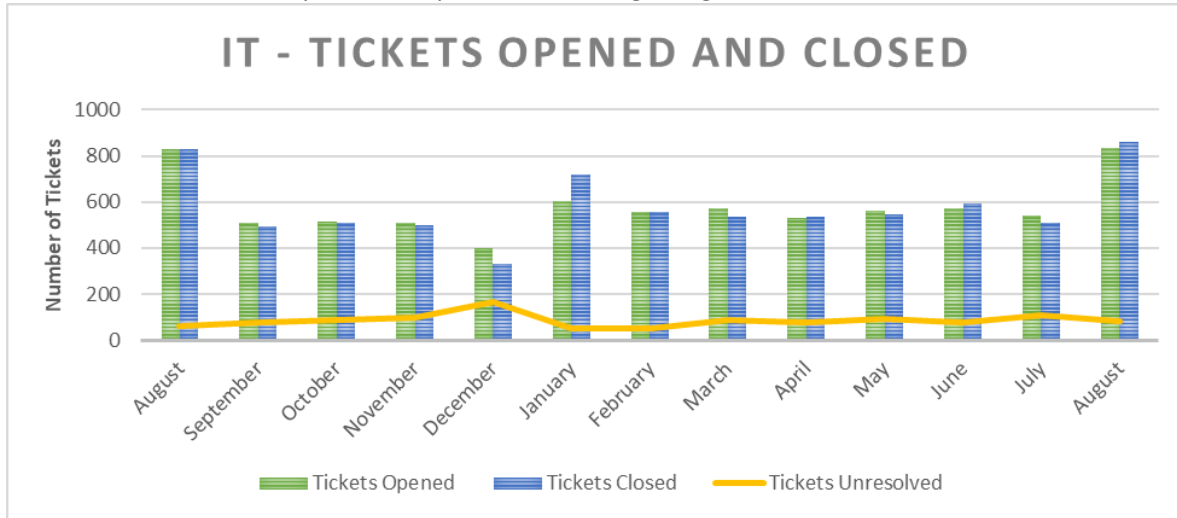
Expenditure Update

- State and County expenditures are at expected levels through August 31
- State base allocation totaled \$14,217,155 representing at 13.8% increase over FY-2022
- Additional state allocations of \$247,591 posted to state while allocations are still being distributed
- Total state expenditures totaled \$2.203M or 15.2% of state allocations as of August 31
- County operating expenditures totaled \$529K or 18.6% of the FY-23 allocation
- County capital projects expenditures totaled \$159k mostly (79%) related BLET Building renovation
- Financial Aid expected to be distributed in September

Campus Information Technology

- Current Projects
 - Planning the backup, to the cloud, of OpenLMS (CCC's online class platform)
 - Preparing the on-campus portion of the 2nd round of USDA grant
 - Rural Broadband Project – onsite visit scheduled for Sept – Oct time frame
 - Started the setup of Advansys & DestinyOne servers for Basic Skills and Workforce Development
 - Evaluating and updating CIS Security Controls
 - Network wiring of MAPS and BLET
 - Upgrading some of the EOL switches across campus
 - Reviewing faculty and staff laptops to refresh aging devices
 - Spike in ticket submissions occur at the start of every semester
 - Providing work study opportunities for three students

- Table below is a summary of tickets processed through August 31:




Emergency Preparedness and Security

- Provided orientations for High School Equivalence (HSE) and Adult High School (AHS)
- Security New Employee Orientation
- Security Orientation for Radiography 1-year students
- Security Orientation for all ACA-122 classes
- Evaluating operability of emergency alert equipment and cameras

COVID-19/HEERF Funding

- Table below is an update on HEERF funding, expenditures and remaining balance:

	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	\$3,172,304	\$242,415	\$484,461
Total Funds Spent (as of August 31, 2022)	\$2,455,407	\$2,255,466	\$242,415	\$280,514
Remaining Funds	\$0	\$916,838	\$0	\$203,947

TO: Carteret Community College Board of Trustees Attachment 23

FROM: Steve Sparks, Vice President, Operations and Facilities

DATE: September 1, 2022

SUBJECT: Board of Trustee September 14, 2022 Meeting Date

- The BLET renovation is expected to be complete the week of September 19.
- The New Firing Range soil erosion permit has been submitted. Final scope considerations are being made to send the project out for bid.
- The McGee second floor renovation is 98% complete. We are waiting on office doors and a sliding glass entry door.
- The Civic Center/Smith building roof replacement contract has been sent to Curtis roofing for their signature.
- Phase III, the final phase of the trail will be ready to release for bid the week of September 5. Phase III will begin by the east side of NCMARTEC follow around the building parking lot, down Banks Street heading west. Then it will cross Banks Street at our west property line and move north to the existing sidewalk on Arendell by the Automotive Building.
- Routine and Preventative Maintenance is ongoing.

I am pleased to announce that Jeremy Thompson has accepted the Manager of Facilities Maintenance position. This position was created from the vacancy left by Jimmy Clapp's departure. Jeremy stepped up in Jimmy's absence and kept the facilities team engaged and productive. Through his actions Jeremy has demonstrated his capacity to manage the team, minor projects, contractors, and the fast-paced operations and facilities environment. Jeremy has completed certifications in Facilities Maintenance, Construction Building, Project Management, OSHA Training, and the NCCC Leadership program.

TO: Carteret Community College Board of Trustees Attachment 24

FROM: Brenda Reash, Executive Director Foundation

DATE: September 6, 2022

SUBJECT: Board of Trustee September 14, 2022 Meeting
Date

Capital Campaign – To-date \$4,233,139 has been raised/pledged. The Foundation closed the refinanced loan and loan based on pledges in August totaling \$924,889 (final payment). Remaining balance on the Big Rock Career Center is \$317,600, goal to payoff this loan next as the Foundation works to close this capital campaign; capital campaign pledge balances remaining end in 2024.

Fundraising and Donation & Resale Program revenue to-date for this new fiscal year is: \$50,469; 8.55% of total year budget goal (over budget goal).

Community Relationship and Current Activities:

New member orientation this month new members:

- Mary Prager, Beaufort
- Averi Henderson Linderman, Morehead City
- Lynn Eury, Beaufort
- Heather Sanderson, Newport
- Linda Gould, Newport
- Sherrill Moraven, Newport
- Mary Charles Jenkins, Trustee Liaison

Campus tours with the following:

- Lori and Phil Jones, Crystal Coast Corks & Forks, goal to establish a scholarship for the Culinary Program.
- Bill and Kristi Langston, owners of Atlantic Beach Sea Salt.

The Foundation is in the middle of the 2021-2022 Audit, the onsite visit was August 17th.

The Foundation team and board committees' regular meetings held for financial and event planning: Veterans Student Success Center, staff met with new coordinator and Dean; 2023 sponsorship planning; Fishing Tournament wrap-up and 2023 tournament planning; Foundation Development Committee (event planning of Wine Expo, summer dinners, golf tournament, and 2023 Escoffier); 2023 Celebration on the Sound Committee meeting; monthly Finance Committee meeting.

2022 EVENT HIGHLIGHTS

- The Foundation hosted its final Savour the Summer Soiree Dinners on September 12th and features the pairing of 34° North Restaurant & Shortway Brewing Company. The dinner was sold out with an attendance of 100.

UPCOMING EVENTS

American Red Cross Blood Drive

Wednesday, March 30th

Hospitality & Culinary Arts Center; 9:00am – 2:00pm

27th Annual Carteret Community College Golf Tournament presented by TransImpact

Friday, October 14th – Crystal Coast Country Club

Registrations are open for the 27th Annual Golf Tournament. Visit www.carteret.edu/golf to register and for more information. The deadline to register is September 16th.

Sound Discoveries Lecture Series

October Lecture – Local Artist Tells Her Harrowing Tale of Escaping Domestic Violence to Live Her Dream Life

Come and hear Michelle Fairchild – portrait artist, published illustrator, painter with a passion for life – speak about her experience as a survivor of domestic violence.

Thursday, October 6th at 6:00 p.m.

Hospitality & Culinary Arts Center

GRANTS

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

Grantor	Purpose	Amount Requested	Pending	Awarded	Not Awarded
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	\$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	
NC Sea Grant	Living Shoreline Academy	\$141,268	\$141,268		

TO: Carteret Community College Board of Trustees

Attachment 25

FROM: Amanda Bryant, HR Director

DATE: September 6, 2022

SUBJECT: Board of Trustee September 2022 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Executive Assistant	Jo Ann Cannon	Laura Sullivan DOH 8/22
Manager, Facilities Maintenance	Jimmy Clapp	Jeremy Thompson promotion effective 9/1/22
Nursing Instructor (12-month) (2)	New	Shannon Arthur DOH 9/6; interviews 9/2 & 9/9
Custodian	New	Hired 2 part-time for future f/t
Office Manager, TRiO	Nancy Van Doren	3 rd round of Interviews 9/6
Network & Security Administrator	Chris Jacobs	Coordinating interviews w/hiring manager
Cosmetology Instructor	Sherri Miller	Adjuncts for fall w/posting for January 2023
Certified Nursing Assistant Chair	New to replace current p/t	Posting closed 8/31; coordinating with hiring mngr
Webmaster & Social Media Coordinator	New	Posting closes 9/20

*Excludes Adjunct part-time, temporary job postings

Historical Data:

Fiscal Year	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017
New Permanent Hires	6	28	26	17	27	5	12
Internal Transfer/Promo	2	6	7	7	1	6	3
Total Hires	8	34	33	24	28	11	15
Retirement	0	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	3	27	24	18	19	10	18

Employee Headcount and Turnover

August Headcount		August Turnover	FY23 Turnover	Turnover Rate
F/T Perm Faculty	63	.61%	1.82%	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	165			FY18: 6.49%
Total Payroll	268			



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Recent Employee Departures

Position	Name	Date
Director, Facilities Maintenance	Jimmy Clapp	8/4

Additional Item:

Completed review of 35 job descriptions; Phase I of an internal & Labor Market Salary comparison.

Launched Cohort 9 of Crucial Conversations Training

Launched the Leadership Symposium: Crucial Conversations for Emerging & Current Leaders

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees

Attachment 26

FROM: Kristian Jenkins

DATE: 9/6/2022

SUBJECT: Board of Trustee _____9/14/2022_____ Meeting

1. Student life is hosting a Tik Tok Challenge in hopes to give students, staff and faculty a chance to show off their departments and programs. Videos may be able to be used as promotional material in the future.
2. I am hosting a Veterans Center Meet and Greet on September 14th from 3pm-6pm with the hopes of getting to know many of our veterans and dependents that we have on campus as well as giving them a chance to meet fellow veterans. I plan to use this meet and greet to ask students what activities they would like to see on campus as well as any comments on how we can help them succeed in their education.
3. Nathan Branson, Lewis Stroud and I are planning a student leadership academy in the Hospitality and Culinary Arts Center on September 30th with up to 20 students who have been nominated by their instructors as students who have shown great leadership qualities. We have EMS Chair, Christine Turner scheduled to speak to these students on leadership as well as Mary Cheatham King of Mary Cheatham King Real Estate and Carlee Sharpe who is the Tournament Director for the Keli Wagner Lady Angler Tournament & Big Rock Kids Billfish Tournament. We will be providing the students and Speakers dinner at Cox's Family Restaurant. We also will have Scott Bierwaltes from One Harbor Church speaking as well.
4. The Veterans Center is donating \$250 to the Keith Friend Memorial Foundation which benefits wounded service members.



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TO: Carteret Community College Board of Trustees Attachment 27
FROM: Christine Turner, FEC Chair
DATE: September 6, 2022
SUBJECT: Board of Trustee ___September 2022_____ Meeting

Esteemed Members of the Board,

- FEC held its first meeting August 19, 2022. Chair: Christine Turner, Vice-Chair: Billy Hurley, Secretary: Nate Branson
- Topics of discussion included ideas for faculty-centric professional development models (ie Moodle work sessions)
- Faculty will also work on identifying needed faculty handbook updates
- Our next meeting is scheduled for September 9

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

Best Regards,

Christine Turner, M.Ed., NRP

FEC Chair

[Return to Agenda](#)

TO: Carteret Community College Board of Trustees Attachment 28

FROM: Bianca Abell, SEC – Staff Executive Committee Chair

DATE: September 2, 2022

SUBJECT: Board of Trustee September 14, 2022 Meeting

The Staff Executive Committee held a meeting on August 19, 2022 in Joslyn Hall at 11:00 AM. Twelve members of staff were in attendance. Before the start of the meeting Chair Bianca Abell informed the committee that they will be doing team building exercise to build community within SEC before every meeting. The members presented played Scattategories. Two teams were formed and everyone presented enjoyed the team building exercise, working with people they have never worked with before. At the next meeting, the members will be playing Jenga.

Here are the Area Reports presented at the meeting:

1. Applied Sciences – Bessie Wells reported that she has been updating all program checksheets throughout the summer. The program pages on the website will be updated and these will be uploaded to those pages once they are completed. The BLET building is almost finished with renovations and the classes can now take place in the building. Maintenance is still working on it but it should be finished shortly. Landscape Service Technology (LST) will start on September 6. Welding Program has a 2nd 8-week class available. 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.
2. Arts & Sciences – Bianca Abell reported that MAPS will be moving to the 2nd floor of the McGee building and will give a tour when everything is finished. They will soon send out an email about restocking the food pantry, which will move with them.
3. Business Office – Teresa Terrell. No report, except that the first week of Fall semester has been very productive.
4. Corporate and Community Education – Merianne Grigoriuc reported: CCED has a new Beacon out that was mailed out, is online and is in various spots around campus. Students are encouraged to register as soon as possible, for upcoming classes. CCED registration is housed in McGee now as part of the One Door practice. CCED hosted summer camps that were very successful. CCED will continue to partner next year to continue offering these opportunities to the community. Basic Skills classes are running. There are a series of Adult High School Orientations this week and High School Equivalency Orientations running each month through October, with the next being August 22, 2022. Jerome Shepard was hired to facilitate apprenticeship opportunities between the college and local businesses in high demand fields such as boat manufacturing, health sciences and culinary arts. The Bridge Down East still has a Distance Learning classroom that now fully operational and encourages the college to use it. Partners are utilizing space to provide services and workshops in the Down East Community. WIOA has been actively enrolling for the Fall semester in the youth, and adult programs. In May the WIOA program was awarded over \$500,000 to assist job seekers with barriers to get training to help prepare them for work. The NCWorks Career Center is scheduling hiring events and will advertise them on campus and social media. The Career Center is partnering with Vocational Rehabilitation to offer a Resource Fair September 27, 2022 in Smyrna.

5. Distance Learning – Ed Ladenburger reported that processing of adds & drops is ongoing, as is typical with the beginning of a semester.
6. Finance and Administrative Services – Laurie Massey reported that forms are being updated.
7. Foundation – Dee Smith reported that 34° North Restaurant and Shortway Brewing company will be joining for the Savour the Summer Soiree dinner series on September 12th. Tickets are sold out, but volunteers will be needed. The 27th Annual Carteret CC Golf Tournament will be held on October 14th and registration is currently open. Volunteer opportunities will be announced soon. In celebration of the International Day of Charity, the Foundation will be working on restocking the pantry.
8. Health Sciences – Teresa Biggers was not present at the meeting, and her report was read by Devon Willis. Teresa reported: Human Services & Medical Assisting had their Pinning ceremony July 14th. Nursing is hiring a 10-12 month instructor. Cosmetology is hiring a 10-month instructor. Applications for the first Spring Associate Degree Nursing cohort are now open. These students will be accepted in October and will begin their first semester of the nursing program in January 23. The hospital is happy to have the opportunity to hire Carteret CC nursing graduates 2 times a year to help fill critical nursing shortages.
9. Library – Devon Willis reported: Contact Eva Earles to schedule a library instruction session. Library instruction sessions are designed to help students learn to maximize their information literacy skills and effectively use and evaluate relevant print and electronic resources. Each session is tailored to students, the course subject, and assignment. Examples of instruction include how to find books using the library's catalog, how to find articles using NCLIVE, and how to evaluate information sources. The library has technology items including VR headsets, tablets, document scanners, GoPros, Bluetooth speakers, microphones, Canon cameras, and more, available for students, staff, and faculty to check out. Laptops and WiFi hotspots are also available for students, on a first-come, first-serve basis—they will need to bring in their existing library card or sign up for one by bringing a student ID. New books are being added frequently to Dogwood Digital—the library's digital consortium. You can use your library card or campus username and password to check out books and audiobooks including new fiction and nonfiction, bestsellers, and popular backlist titles. Ed Ladenburger added that he and the library director, Elizabeth Baker, are working on a new initiative and that anyone teaching a course, including staff members, can submit an application to the OER Pioneers for a stipend of \$1000.
10. Plant Operations – Kati New reported: Repairs and improvements to the Civic Center/Smith elevator interior have been completed. The next step is replacement of the exterior plaques and call buttons; a Purchase Order has been cut and we are working to schedule the vendor to do this work. McGee 2nd Floor Renovation is in process. MAPS will relocate to the north side of the 2nd floor hallway once the renovation work has been completed. Work includes: linking 2 existing classrooms with cased openings, adding a wall to divide classrooms 203 & 205, creation of a storage/pantry area, 2 offices, and a sliding glass door entry, addition of soundproofing insulation, new lighting receptacles, and ceiling tile. BLET Building Renovation is ongoing. Completion of some items has been impacted by supply chain delays. We worked with the contractor to determine a way for classes to meet in the building when fall semester started while awaiting completion of these remaining items. New Firing Range project – is in the Engineering/Design phase. Geotechnical and subsurface engineering work is being done this month. Walking Trail Phase 3 (final phase) – will extend the trail from the east end of the MARTEC building to Arendell via Banks Street. This project will be opened to vendors for bidding this month. The roof of the Civic Center/Smith building complex will be replaced. Vendor bids were solicited and Curtis Roofing has been selected. Timeframe for the work is TBD.
11. President's Office – Bianca Abell reported the new Executive Assistant to the President, Laura Sullivan will start on Monday, August 22, 2022.

12. IT – James Michales reported IT will be upgrading all laptops and desktop on campus to Windows 11 within the next year. Some of the new machines going out are now are Windows 11. This summer IT have been upgrading switches and rewired the Howard building. The switch replacement is ongoing and will take place after hours throughout the semester and next summer. The IT department is participating in the Rural broadband grant through the state of NC. This grant will allow the IT department to receive funds to upgrade our campus wide network, including switches and fiber. The state will be visiting our campus sometimes this fall to inspect our current infrastructure.
13. Student Services – Lewis Stroud reported that the current seat count for Fall is 4804, which is 234 less than last Fall (5038)—however, last Fall’s seat count was 20% higher than the previous year, so this is a comparable number. TFA funding helped over 220 students with over \$121,000 to cover the gap between Financial Aid and money needed. The Registrar is offering 5 drop-in classes on using the attendance function in Carteret Compass. The new “Heads Up” page is up and posters around campus show a QR code that will take you to the CCC Community Resource page which lists local organizations that can assist with bereavement, housing, childcare, mental health, and etc. for students, faculty, and staff. Talk Campus is ready to go—the page is up and the service can be accessed on a phone or PC. There will be posters soon for classrooms and bulletin boards. Talk Campus offers peer-to-peer mental health support for students. The chat is monitored for certain key words that initiate closer monitoring and a warning to the college, but otherwise it is anonymous. The Back-to-Class Bash is going to be held Monday from 11:30-1:30 in the Civic Center.
14. Security – Richard Abell’s representative, Renee Hester, reported that parking permits will be arriving soon. There has also been an increase in the number of houseless individuals found staying on campus, and attendees were reminded that while school is not in session, the campus is closed. Please let security know if you see any suspicious activity. Due to the number of night classes being offered, there are now two part-time security officers patrolling the campus during those hours.

Topics brought before the committee:

1. Setup a Bylaws Adhoc committee which was tabled for the next meeting.
2. An Executive Order signed by Governor Roy Cooper on June 6th was attached to the agenda detailing a new Personal Observance Leave policy for state employees of Cabinet Agencies. Although community colleges are not cabinet agencies, other state agencies may choose to adopt the policy. Adopting this policy would require Dr. Mancini’s approval and the approval of the Board of Trustees. They have been made aware of the Executive Order, and Chair Abell will keep the SEC updated with any changes.
3. Another topic was brought to the floor about the Anonymous Suggestion Box. Chair Abell informed the committee that the Anonymous Suggestion box is not currently in use. Discussion ensued surrounding whether it is needed and whether an ad-hoc committee should be formed to investigate this question.

With no other topics or business under discussion, the meeting adjourned at 12:10 PM.

The next meeting of the SEC will be Friday, September 16, 2022 at 11:00 AM in Joslyn Hall.

TO: Carteret Community College Board of Trustees Attachment 29

FROM: Anthony Pile, President, SGA

DATE: 09/07/2022

SUBJECT: Board of Trustee __09/14/2022_____ Meeting

1. We had a successful Back to Class Breakfast, and it was well received by the students.
2. Our Back to Class Bash was also a huge success, we sold 192 plates from the food truck and went through about 50 pizzas. Students commented that it was nice to get back to a sense of normalcy after the past few semesters.
3. We are having Subs and Clubs on September 12th, from 12pm-2pm where students will get a chance to see all the clubs that school offers.
4. We will be celebrating constitution day on September 17th where we are having a trivia contest and giving away prizes to the student body.
5. We are in the final planning stages for the Fall Fest and hope to have those details locked in shortly.

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 1, 2022

New Policy

Revise Existing Policy

Policy No.: 2.3.0

Responsible Division: Human Resources

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

Policy Title: Employee Leave Policy

Citation: N/A

SACSCOC:

SBCCC: 1C 200.94

EFFECTIVE _____

Policy Statement:

The Board believes it is important to make time off from work available to all employees of the College. Regular time away from work is vital for a productive and healthy workforce.

Time away from work can be accomplished through both scheduling of normal hours of operation as well as the availability of designated paid leave or approved periods of leave without pay.

The College President is responsible to establish normal hours of operations as well as for identifying types of paid leave best suited to meeting College objectives for service delivery. The President shall ensure that paid leave types, amounts and procedures comply with regulatory requirements that may be imposed by Federal, State or local laws and regulations, such as the Fair Labor Standards Act, the Family Medical Leave Act, North Carolina Community College State Board Code, the Teacher's and State Employees' Retirement System, North Carolina Worker's Compensation Act, Governor's Executive Order or other laws or rules that may be in keeping with consistency with the State Office of Human Resources. In addition to regulatory compliance, the College President will ensure that scheduling and paid leave types, amounts and procedures are both competitive and equitable in comparison to the local labor market, as well as other State and local governmental employers.

The President, in conjunction with other appropriate administrative professionals shall ensure that procedures are in place for each designated paid leave type.

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: August 1, 2022

New Procedure Revise Existing Procedure

Correlating Policy No.: 2.3.1

Correlating Policy Title: Employee Leave Policy

Procedures:

Will incorporate current provisions in place from the following policies:

- 2.2.2 Compensatory Leave Policy
- 2.3.1 Holiday Leave Policy
- 3.2.2 Vacation Leave Policy
- 2.3.3 Sick Leave Policy
- 2.3.5 Personal Leave Time Policy
- 2.3.6 Bereavement Leave
- 2.3.8 Civil Leave Policy
- 2.3.9 Educational Leave Policy
- 2.3.10 Military Leave Policy
- 2.3.11 Leave Without Pay Policy
- 2.3.12 Family Medical Leave Act Policy
- 2.3.13 Voluntary Shared Leave Policy
- 2.3.14 Worker's Compensation Leave Policy
- 2.3.15 Temporary Emergency leave 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 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 1, 2022

New Policy

Revise Existing Policy

Policy No.: 2.1.8 **Policy Title:** Total Creditable State Service Policy

Responsible Division: Human Resources

Citation: 1C SBCCC 400.98(b) & (c)

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

SACSCOC: _____

EFFECTIVE _____

Policy Statement:

It is the policy of the Board to count qualified prior state service in determining eligibility for accrued vacation leave (if applicable), longevity pay and awarding of service awards. Service credited by the College is not the same as service maintained by the Teachers and State Employees Retirement System (TSERS).

Allowable service credit is the grand total of all permanent employment whether designated as probationary, trainee and time-limited time, either full-time or part-time (regularly scheduled 20 hours or more each work week), which an employee has served in State government or other recognized public sector systems as defined by North Carolina Community College State Board Code. Prior service does not have to be continuous. Breaks in service are not counted in the computation for credit. Total State Service time is credited for employment with the following:

- Any State agency (subject to or exempt from the State Human Resources Act);
- Employment with other governmental units which are now state agencies (Examples: county highway maintenance forces, War Manpower Commission, Judicial System);
- Authorized military leave if the employee was actively employed by a qualifying state unit before and after involuntary military leave or after participating in reserve or guard service and training requirements;
- Authorized workers' compensation leave from any of the governmental units for which service credit is granted;
- Employment with the county Agricultural Extension Service, the University of North Carolina System, the Community College System, and ~~the Public School System~~ a school administrative unit of North Carolina, regardless of the source of salary, with the provision that a school year is equivalent to one full year. -(Credit for a partial year is given on a month-for-month basis for the actual months worked; not to exceed a year of credit in a twelve-month period);
- Employment with a local Mental Health, Public Health, Social Services, or Emergency Management agency in North Carolina if such employment is subject to the State Human Resources Act; ~~and or~~

- Employment with the General Assembly (except for participants in the Legislative Intern Program and Pages). All of the time, both permanent and temporary, of the employees; and the full legislative terms of the members shall be counted.

As provided in North Carolina Community College State Board Code, allowable service does not include:

- Temporary service, except for service with the General Assembly as provided above.
- Period of out-of-state employment with other states, schools, colleges or universities.
- Periods of employment with agencies of the federal government.
- Periods of military service other than those described above.
- Periods of employment for employers other than the State of North Carolina even though credit may have been purchased in the North Carolina retirement system for such service.

If an employee is in a paid status for on-half or more of the regularly scheduled work days in a month, credit shall be given for the entire month.

Definition of Terms:

A break in service is defined as any month in which an individual does not work more than half the available working days of the month for a recognized State entity as defined by policy. This includes unpaid leaves of absence while actively employed, or periods between employment periods, except for periods between academic periods for teachers and faculty.

Pay status is defined as working, exhausting accrued paid leave, including holiday pay, or when on worker's compensation leave or an authorized military leave.

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 1, 2022

New Policy

Revise Existing Policy

Policy No.: 2.2.4

Policy Title: Longevity Pay Policy

Responsible Division: Human Resources

Citation: 1C SBCCC 400.98

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

SACSCOC: _____

EFFECTIVE 11/1/2018

Policy Statement:

Longevity pay is used to recognize the service of long-term employees of Carteret Community College with ten or more years of service. All employees of the College designated as full- and part-time permanent ~~employees of the College~~ shall be eligible for Longevity payments upon completion of ten (10) years of service as defined by the College's Total Creditable State Service Policy. Thereafter, longevity is paid annually per State Board Code of Community Colleges of North Carolina.

The President or designee shall develop procedures to ensure eligibility requirements and payments comply with State Board Code requirements.

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 1, 2022

New Policy

Revise Existing Policy

Policy No.: 2.4.9

Policy Title: Non-reappointment Policy (Employment-At-Will Statement)

Responsible Division: Human Resources

Citation: N/A

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

SACSCOC: _____

EFFECTIVE 11/1/2018

Policy Statement:

The College strives to provide a satisfying and stable place to work. However, the College recognize that at times, an employee may decide to leave employment or the College may decide to dismiss an employee.

Employees not employed under an employment contract may resign their position at any time for any reason. Likewise, the College recognizes the employment at-will doctrine authorized in North Carolina. Employment at-will simply means that an employer or employee may end employment at any time with or without notice or cause so long as there is not an employment contract or law that protects the employee. Nothing in College policies or other documents shall be interpreted to be in conflict with or to eliminate or modify in any way the employment at-will status of College employees. The only exception to this policy is a written employment contract approved at the discretion of the College President ~~or the Board of Directors~~.

Definition of Terms:

For purposes of this policy, a contract is a document denoted as a "contract" and is signed by both the employee and the College President ~~or Chairman of the Board of Directors as appropriate~~. The document shall specify terms of the employment arrangement such as the specific time period involved, duties, rate of pay and applicable opt-out provisions.

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 1, 2022

New Policy

Revise Existing Policy

Policy No.: 2.2.5

Policy Title: Debt of Employees to Other State Agencies Policy

Responsible Division: Human Resources

Citation: N.C. Gen Stat. § 143-553

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

SACSCOC: _____

EFFECTIVE 11/1/2018

Policy Statement:

As provided in N.C. Gen. Stat. §143-553, any individuals employed by a board of trustees of a community college who "owe money to the State and whose salaries are paid in whole or in part by State funds must make full restitution of the amount owed as a condition of continuing employment," except for money owed to the University of North Carolina Health Care System or to East Carolina University's Division of Health Sciences for health care services, as permitted by law.

The President or designee shall develop procedures to ensure compliance with these provisions balanced against due process for affected employees.

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
EFFECTIVE _____

SACSCOC: _____

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.~~

-

~~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.~~

-

~~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: Amanda Bryant Date Submitted: August 31, 2022

New Policy

Revise Existing Policy

Policy No.: 2.4.13 Policy Title: Educational Plan of Work Policy

Responsible Division: Human Resources

Citation: NA

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

SACSCOC: _____

EFFECTIVE 11/1/2018

Policy Statement:

~~Carteret Community College believes in the value of life-long learning, for our employees as well as for our students. Therefore, the College shall have a compensation plan to provide financial incentives for full-time permanent employees to attain additional degrees during their employment at the College.~~

~~The President shall establish criteria by which to reward additional degrees and shall establish monetary increments to be used. Any plans developed shall be subject to the availability of funds.~~

~~(Note: Provisions for this policy are included in the Salary Determination Policy)~~