

TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair and Dr. Tracy Mancini, President
SUBJECT: Board Meeting – Tuesday, September 14, 2021 at 5:00 p.m., **Wayne West Classrooms 229 & 230**

AMENDED AGENDA

- | | | |
|----------------|--|--|
| I. | CALL TO ORDER
A. Ethics Statement | Chair Melodie Darden |
| II. | FOUNDATION CHECK PRESENTATION
A. Crosley Corporation | Chair Melodie Darden
Ms. Brenda Reash
Mr. Allen Ormond, CEO
Mr. Chris Harris, CFO
Ms. Jessie Pressly, Marketing Director |
| III. * | APPROVAL OF AGENDA | Chair Melodie Darden |
| IV. * | APPROVAL OF MINUTES (August 10, 2021; Attachment 1) | Chair Melodie Darden |
| V. | CHAIR REPORT | Chair Melodie Darden |
| VI. | NEW BUSINESS
A. Image Use Policy (First Reading; Handout) | Chair Melodie Darden |
| VII. | NEW EMPLOYEES
A. Carrie Dennison, College Receptionist / HR Assistant
B. Brooklyn Rawlins, Assistant Registrar | Chair Melodie Darden
Mrs. Amanda Bryant
Dr. Maggie Brown |
| VIII. | PRESENTATION
A. Foundation | Chair Melodie Darden
Ms. Brenda Reash |
| IX. | COMMITTEE REPORTS
* A. Finance – Phase II of Compensation Plan (Handouts)
B. Executive | Chair Melodie Darden
Trustee Dee Meshaw
Chair Melodie Darden |
| X. | OTHER REPORTS
A. Foundation Liaison Report
B. President’s and Executive Leadership Council Reports
(Attachments 2, 3, 4, 5, 6, 7, 8, 9, 10)
C. Student Government Association (Attachment 11) | Chair Melodie Darden
Trustee Dr. Matt Zettl
Dr. Tracy Mancini
Ms. Autumn Gillikin |
| XI. | BOARD COMMENTS | Chair Melodie Darden |
| XII. * | ADJOURNMENT | Chair Melodie Darden |

DATES TO REMEMBER

DATE	EVENT	TIME	LOCATION
September 16, 2021	SGA Subs and Clubs	11-1 p.m.	Near Volley Ball Court behind Wayne West Building
September 22-24, 2021	NCACCT Seminar	September 22: 12-6:30 p.m. September 23: 7:30 a.m.-7 p.m. September 24: 7:30-11:45 a.m.	Wilmington, NC
September 22, 2021	Carteret CC & American Red Cross Blood Drive	9 a.m.	Bryant Student Center
October 15, 2021	26 th Annual TransImpact & Carteret CC Golf Tournament	12:30 p.m.	Crystal Coast County Club

* Denotes Action Item

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



BOARD OF TRUSTEES

MINUTES OF MEETING

AUGUST 10, 2021

CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 5:00 p.m. on August 10, 2021, at the Crystal Coast Civic Center on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

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

Trustees Absent

Mrs. June Fulcher, Vice Chair

Student Government Association Present:

Ms. Autumn Gillikin, 2021-2022 Incoming President (Zoom)

Administration Present

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

College Employees Present

Mr. Richard Abell	Director of Emergency Preparedness and Security (In-Person)
Ms. Teresa Biggers	Chair of Staff Executive Committee (In-Person)
Mrs. Amanda Bryant	Director of Human Resources (In-Person)
Ms. Caz Chambers	Chair of Faculty Executive Committee (In-Person)
Mr. Scott Lane	Assistant Director of Foundation (In-Person)
Mr. Steve Martin	Leader Instructor for Welding (In-Person)
Mr. Kyle McMilleon	Audio-Visual Specialist for Campus IT Department (In-Person)
Mr. Adam Parchman	Lead Instructor for Boat Manufacturing and Marine Technology (In-Person)
Mrs. Elaine Postawa	Chair of Radiography (In-Person)
Mrs. Bena Weires	NCWorks Career Coach / Coordinator for Skills USA (In-Person)

Guests Present

Mr. Ryan Avera	Radiography Student, Second Place in the National Medical Math Post-Secondary NC SkillsUSA Competition (In-Person)
Ms. Tammy Childers	Executive Director for Eastern Carolina Workforce Development Board (In-Person)
Ms. Courtney Dumarce	MaST Senior and Cosmetology Student, First Place in the Secondary Cosmetology NC SkillsUSA Competition (In-Person)
Ms. Sloan Freeman	Chief Executive Officer of Geodynamics, LLC (In-Person)
Ms. Makayla Gaitan	2021 Governor's NC Works Award of Distinction (In-Person)
Mr. Stan Lamb	President of Beaufort Ole Town Rotary (In-Person)
Mr. Ken Raper	Clerk of Superior Court for Carteret County (In-Person)
Mrs. Erin Starcke	Spouse of Trustee Mr. Doug Starcke (In-Person)
Mr. Tom Steepy	Vice President of Beaufort Ole Town Rotary(In-Person)

A. Ethics Reminder

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

OATHS OF OFFICE

Mr. Ken Raper, Carteret County Clerk of Court, administered the Oath of Office to reappointed trustees Mrs. Melodie Darden and Mrs. Catherine Parker. Mrs. Darden and Mrs. Parker will serve four-year terms which will expire on June 30, 2025.

Mr. Raper also administered the Oath of Office to newly appointed trustees Mrs. Wrenn Johnson and Mr. Doug Starcke. Mrs. Johnson is fulfilling an unexpired term for former trustee Ed Wheatly. Mrs. Johnson's term will expire on June 30, 2023. Mr. Doug Starcke will serve a four-year term which will expire on June 30, 2025.

FOUNDATION CHECK PRESENTATION**A. Beaufort Ole Town Rotary**

Chair Melodie Darden said the Beaufort Ole Towne Rotary supports students by providing two \$1,000 scholarships each year. These scholarships are available to students who have a minimum 3.5 GPA, are residents in Carteret County, and are enrolled in any of Carteret Community College's major programs of study.

Chair Darden said Beaufort Ole Towne Rotary has supported Carteret Community College students with scholarships since 1994 and has given a total of \$107,950 in scholarships since 1994. The Beaufort Rotary Club has also given a total of \$281,000 in scholarships to Carteret County high school seniors who are going to college. These funds are from earnings at their annual golf tournament. Some of those students attend Carteret Community College.

Mr. Tom Steepy, who has been managing the annual golf tournament for nineteen years, and Mr. Stan Lamb, presented the College with a check for \$2,000. Chair Darden said the College is very appreciative of the Beaufort Ole Towne Rotary's continuous support of the College.

APPROVAL OF THE AGENDA

Chair Melodie Darden presented the August 10, 2021, agenda for approval by the Board.

Mrs. Rosa Langston made a motion to approve the August 10, 2021, agenda as presented. Dr. Matt Zettl seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

APPROVAL OF THE MINUTES

Chair Melodie Darden presented the June 8, 2021, minutes for approval by the Board.

Mrs. Dee Meshaw made a motion to approve the June 8, 2021, minutes as presented. Dr. Matt Zettl seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CHAIR REPORT

Chair Melodie Darden said that most educators and administrators would say that August Back-to-School is the beginning of the new year, instead of January 1. She said this is also a new beginning for the Board and welcomed new trustees Wrenn Johnson and Doug Starcke.

Chair Darden highlighted the following items:

- She introduced Trustee Wrenn Johnson as the former Police Chief of Morehead City who helped manage the College's Basic Law Enforcement Training Program when Director Joe Rufra retired. New Trustee Doug Starcke serves on the Foundation Board of Directors and is currently a small business owner.
- Chair Darden said reappointed Trustee Catherine Parker's commitment to the College is obvious since this is her third appointment to the Board. She thanked Trustee Parker for her service.
- She thanked former trustees Ed Wheatly and John Warrington for their service to the Board. Both have impressive records for serving the community as they both have served on multiple county boards. Mr. Wheatly resigned due to his responsibilities as Chair of the Carteret County Commissioners. She said Mr. Warrington was a long-standing member of the Board; his tenure began in 2007.
- She extended condolences to two trustees who have lost a spouse within the past month. Trustee June Fulcher's husband, Clay, passed away on August 3. A celebration of his life is planned for 6:00 p.m. on Wednesday, August 11, at the family's home overlooking Core Sound. The celebration will be followed by food and fellowship.

Former trustee John Warrington's wife, Sonda, passed away on July 24. Trustee Bill Henderson and Chair Darden attended a memorial service which was held on Wednesday, July 28, at 5:00 p.m. at Noe-Brooks Funeral Home of Morehead City. The Board of Trustees also gave a donation to the *Sonda Warrington Nursing Scholarship Endowment*.

- The summer semester break started with a legislative visit to Raleigh to advocate for community colleges budget priorities, salary raises, and budget stabilization, and to specifically discuss a fire safety training tower. Chair Darden, Trustee Michael Curtis, Dr. Tracy Mancini, Mr. Perry Harker and others associated with fire academy and ferry division training programs attended the visit.
- Chair Darden said *Summer Soirees* concluded on August 9. She thanked Trustees Comer and Jenkins for their support. She said she is looking forward to what the Hospitality and Culinary Arts Center offers next.
- She thanked Trustee Henderson for representing the trustees at the NC Coastal Federation's *Pelican's Awards* on August 8. Trustee Henderson and Dr. Tracy Mancini attended the awards to celebrate the College's recognition for its efforts in conservation and sustainability on the coast, and in particular the Shoreline project.
- Chair Darden welcomed the trustees back and also welcomed the new trustees.

NEW BUSINESS

A. 2021-2022 Committee Assignments

Chair Darden let the trustees know the committee assignment spreadsheet was included in the Board meeting packet, and they are serving on committees they requested. She thanked Trustee Dee Meshaw for her willingness to serve as the chair of the Finance Committee and Trustee Catherine Parker for her service as the former chair of that committee.

Additionally, Chair Darden reminded the Board that trustees can attend any and all committee meetings. She strongly suggested trustees attend as many committee meetings they can fit into their schedules because the College Board is governed through the committees.

Finally, she said the five standing committees are the Buildings and Grounds, Curriculum, Finance, Nominations, and Personnel. The Bylaws and Executive are specially formed committees.

B. 2021-2022 Nominations Committee Slate of Officers Elections

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

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

- Board of Education (Robin Comer, Bill Henderson, Catherine Parker, and Matt Zettl)

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

- Board of Commissioners (Michael Curtis, Wrenn Johnson, Dee Meshaw, and Doug Starcke)

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

- Governor's Office (Melodie Darden, June Fulcher, Mary Charles Jenkins, and Rosa Langston)

A motion came from Mrs. Rosa Langston 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.

Chair Darden presented the Board-approved 2021-2022 Nominations Committee membership as follows:

- Mrs. Mary Charles Jenkins
- Mr. Mrs. Wrenn Johnson
- Mr. Robin Comer

Chair Darden declared the election process for the Nominations Committee complete.

NEW EMPLOYEES

A. Mr. Matt Banko

Dr. Tracy Mancini introduced Mr. Matt Banko, who is the Vice President of Finance and Administrative Services. Mr. Banko was employed at Alamance Community College, where he served as the Associate Vice President of Business and Finance and as Chief Financial Officer. Dr. Mancini said Mr. Banko has also served as an Internal Auditor with LabCorp.

B. Mr. Adam Parchman, Mr. Steve “Todd” Gardner, and Mr. Steve Martin

Mr. Adam Parchman

Dr. Maggie Brown introduced Mr. Adam Parchman, who serves as the lead instructor for Boat Manufacturing and Service. Mr. Parchman graduated from NC State University with a Bachelor’s degree in Industrial Design. Shortly after graduating, he designed and built his own boat which led him to start his own boat design company. Dr. Brown said for the last three years, Cape Fear Community College has been using Mr. Parchman’s boat designs for teaching boat manufacturing.

Dr. Brown went on to say Mr. Parchman has worked with and been mentored by leading designers and builders such as Lou Dega, Regulator Marine, Caison Yachts, Lightning Yachts, Winter Custom Yachts, Trainer Boat Works, and Pier Marine.

Mr. Steve Martin

Dr. Maggie Brown introduced Mr. Steve Martin, who serves as the lead instructor for Welding Technology. Mr. Martin retired from the United States Navy in 2004, has been in the welding industry for seventeen years, and has been at Carteret Community College for almost eight years teaching various types of welding classes.

Mr. Todd Gardner

Since Mr. Steve “Todd” Gardner was not in attendance, Dr. Brown provided a brief overview of his work history and partnerships. She said he serves as the Aquaculture Technology instructor and has forged a partnership between the College and Biota Aquariums, which is an International Aquaculture Company that provides work experience through internships and paid employment to some of the College’s students and graduates. Dr. Brown said that before coming to the College, Mr. Gardner spent twelve years teaching at Suffolk County Community College in Riverhead, New York, and worked eleven years as a professional aquarist at the Long Island Aquarium. He also serves as a consultant to the staff of multiple aquariums including the Long Island Aquarium and the North Carolina Aquariums and their various aquaculture endeavors. Finally, Dr. Brown said Mr. Gardner facilitates connections between those aquariums and our students for employment and internship opportunities.

C. Ms. Anna Wilson and Mr. William Godette

Since Ms. Anna Wilson and Mr. William Godette were not in attendance, Mr. Steve Sparks gave a brief overview of their duties and responsibilities. Mr. Sparks said Ms. Wilson serves as the custodian in the Wayne West building. She was formerly employed by the Public School System.

Mr. Sparks said that Mr. Godette serves as a facilities technician and that he had previously been working with his father and grandfather in construction.

D. Mr. David “Scott” Lane

Ms. Brenda Reash introduced Mr. David “Scott” Lane, who serves as the Assistant Director of the Foundation. She said Mr. Lane previously served as the Executive Assistant for the Vice President of

Finance and Administration for a little over a year. Ms. Reash said he has seventeen years of knowledge working at East Carolina University managing everything related to sporting events such as ticket sales, budget, and working with donors.

COMMITTEE REPORTS

A. Joint Buildings and Grounds and Finance (Marquee)

Trustee Bill Henderson reported the committees met jointly on August 23, 2021, to discuss building and capital projects as well as the marquee. The committees brought forward to the Board the motion to combine two parcels of property so that the College will be in compliance with the town of Morehead City sign ordinances. This combining of property will allow the appropriate sign (marquee) to be placed on Highway 70 and Arendell Street. The original sign (marquee) was placed in the same location. However, this sign (marquee) will list Carteret Community College at the top and Crystal Coast Civic Center on the bottom.

Chair Melodie Darden opened the floor for discussion. Discussion ensued with Dr. Tracy Mancini giving an overview of the signage project.

Motion comes from the Buildings and Grounds and Finance committees with the recommendation to approve moving forward with combining two parcels of land in order to satisfy the 100,000-square-foot threshold for the new sign (marquee) and is contingent upon an evaluation from an engineer. Without further discussion, the motion was unanimously approved by voice vote.

B. Ad Hoc (Poll Trustees for iPad use; Trustee Orientation)

Dr. Matt Zettl reported the Ad Hoc Committee met on August 5, 2021, to discuss and finalize the New Trustee Orientation materials and purchasing of iPads. He said the committee has scheduled the orientation for August 24, 2021, and newly appointed trustees Wrenn Johnson and Doug Starcke will attend. Dr. Zettl also said trustees Johnson and Starcke will receive an iPad at the orientation. The iPad will provide all the resources those trustees will need to become acclimated as trustees. He also said the original intention was to purchase iPads for all trustees for those same purposes. However, in talking with Dr. Mancini, the decision was made to ask each trustee if they would like to have an iPad to use. Dr. Zettl asked the trustees to let him know as soon as they can whether they would like an iPad or not. Trustees Comer and Meshaw said they think they can use the county iPads they currently have. They will need to get permission to do so. Dr. Zettl also said John Green, IT Director, will give an overview of the iPad and trustee information at a future Board meeting.

OTHER REPORTS

A. Foundation Liaison Report

Dr. Matt Zettl reported that the challenge fundraiser for the Walking Trail raised \$113,000. The challenge was for the College to raise \$50,000 and a donor would give \$50,000. So, since the College raised \$113,000 and the donor gave \$50,000, we now have a total of \$163,000 for the next phase of the Walking Trail.

B. President's and Executive Leadership Council Committee Reports

Dr. Tracy Mancini welcomed newly appointed trustees Wrenn Johnson and Doug Starcke and said she enjoyed the time they spent together for the President's Orientation. She also thanked the Beaufort Ole Town Rotary for their donation for scholarships.

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

- She introduced Makayla Gaitan, 2021 graduate of the Carteret Community College Human Services program and Student Ambassador. Ms. Gaitan is the recipient of the 2021 Governor's NCWorks Outstanding Young Adult Award for the state. Dr. Mancini explained that this award

recognizes an outstanding Workplace Innovation and Opportunities Act (WIOA) student who has reached exceptional achievement of goals. This is the first time a Carteret Community College student has been honored with this award.

- She congratulated current MaST student Courtney DuMarce and former student Ryan Avera for placing at top levels in SkillsUSA championships. Courtney won first place in the state in the SkillsUSA Secondary Cosmetology competition. Ryan, 2021 Radiography graduate, won second place in the national SkillsUSA Medical Mathematics competition.
- Fall curriculum classes start on August 16, 2021, and enrollment numbers, as of the date of this meeting, show a 3.5 percent increase in seats over the number of seats filled on the first day of classes in Fall 2019. The unduplicated headcount numbers as of this morning are 1,477 for Fall 2021; 1,228 for Fall 2020; and 1,443 for Fall 2019. The estimated FTE on the meeting date for Fall 2021 is 615.656 compared to Fall 2020 with 486.969 and Fall 2019 with 564.602. The HEERF and the Governor's Long Leaf Fund have helped with Fall 2021 enrollment numbers.
- Faculty returned on August 9, 2021. Faculty and staff have professional development "(pink days)" on August 10 and 11, 2021. Employees are required to take a certain number of hours for professional development each fall and spring. This professional development is a requirement and helps employees meet the new performance bonus criteria.
- The College still does not have a state budget. The Governor, Senate, and State House have put out their proposals. The House will vote on August 12, 2021 to approve their budget. After this, the Senate and House will create a conference budget. The Governor can then either approve, veto, or do nothing. In the meantime, the College has a temporary budget that the System Office provides based on past budgets. Once the State Board budget is approved, it will be presented to the Board for adoption.
- Carteret Community College was awarded the North Carolina Coastal Federation 2021 Pelican Award for outstanding leadership supporting living shorelines. Grants Coordinator Kristi Mroch's son, Ryan Mroch, was awarded a Junior Pelican Award for his part in coordinating volunteer oyster relocation and marsh grass planting for the shoreline project.
- At the August 9, 2021 Welcome Back meeting, faculty and staff provided feedback on the mission, vision, and values of the College as they are currently written. In the next few weeks, we hope to get feedback from trustees, program advisory committee members, and other stakeholders on the current mission, vision, and values. Once that feedback is combined, the President's Cabinet will begin work with help from the Belk Center for Community College Leadership and Research, on writing a new proposed mission. The Belk Center has engaged retired president Ken Ender, who was the president of Harper College in Ohio. He is also the recipient of an Aspen Award for Excellence in Community College Leadership. The proposed new mission will be presented at a future Board meeting.
- The 2021 North Carolina Community College System Performance Measures report was published in July. The Performance Measures Summary Sheet was provided as a handout to the trustees. Dr. Mancini explained that the performance measures are the annual report card or accountability document of the North Carolina Community College System (NCCCS). All fifty-eight North Carolina community colleges are reviewed along seven different categories of achievement and success.

This year, the College was below excellence level but above average on three measures and below the College average but above the baseline level on four measures. The College will receive approximately \$10,000 less in performance funding this year compared to last year. This means the College will receive approximately \$123,000 in performance funding this year. Performance funding is used to determine performance bonuses for full-time and part-time

permanent employees and is based on Board-approved eligibility criteria. The performance bonus determination and criteria will be reviewed by the Board in October.

- The dedication for the lighthouse beacon light, which sits outside of the Bryant Student Center, will take place on Friday, August 13, 2021, at 10:00 a.m. on the steps of the Bryant Student Center.

Former president Dr. John Hauser thought that because the mascot for the MaST Early College is a beacon, it would be appropriate to move the light to MaST. Facilities management cleaned the beacon, painted the base, and placed a plaque on it. During the first year of MaST Early College, unfortunately one of the MaST freshmen, Alex Doss, passed away. The beacon will be dedicated to him on August 13.

- Currently, the College plans to operate with masks optional for fully vaccinated individuals and masks strongly encouraged for unvaccinated individuals. On August 4, the College sponsored a vaccination clinic with the help of Broad Street Clinic and will hold another one on August 18.

The College is encouraging employees to provide Human Resources with a copy of their vaccination records to help manage contact tracing and quarantine protocols. A raffle will be held for one \$1,000 prize, two \$500 prizes, and three \$250 prizes on September 27. HEERF funds will be used for the prizes. All employees who have uploaded vaccination records full vaccination by September 24 will be eligible for the drawing.

C. Student Government Association

Ms. Autumn Gillikin presented the Student Government Association report, which was included in the Board packet.

BOARD COMMENTS

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

Mr. Bill Henderson asked Dr. Mancini to talk about the campus café *Sweet Beans Midtown Sound Café*. Dr. Mancini said the café (coffee shop) will open on August 20 and will be open Monday through Friday, 7:30 a.m. to 7:00 p.m.

Mr. Henderson encouraged trustees to try to make it to as many committees as they can. He said the committee meetings are very informative and are the way the Board governs.

Mrs. Catherine Parker welcomed new trustees Wrenn Johnson and Doug Starcke. She also welcomed new faculty, staff, and students.

Mr. Robin Comer welcomed new trustees Wrenn Johnson and Doug Starcke. He said he is excited about the fall enrollment and thanked Dr. Mancini and her staff for all that they do.

Mrs. Mary Charles Jenkins welcomed new trustees Wrenn Johnson and Doug Starcke. She said she enjoyed the August issue of the Student Government Association's newsletter, *The Wave*.

Ms. Autumn Gillikin thanked and welcomed everyone.

Mrs. Wrenn Johnson thanked the Board for the warm welcome and also thanked Dr. Mancini for the President's Day Orientation. She said she is looking forward to the New Trustee Orientation as well.

Mrs. Rosa Langston welcomed new trustees Wrenn Johnson and Doug Starcke. She also congratulated Ryan Avera and Courtney DeMarce for their placement in the SkillsUSA Competition. Mrs. Langston said she is also excited about Fall enrollment.

Mrs. Dee Meshaw welcomed new trustees Wrenn Johnson and Doug Starcke. She said she looks forward to working with each of them. She welcomed new staff and thanked current staff for all of their hard work and dedication.

Dr. Matt Zettl said he is excited about having two new trustees, and that he is especially excited about the first New Trustee Orientation. He said most of the trustees who are currently on the Board probably wished they had a New Trustee Orientation when they first came on the Board.

Finally, Chair Darden said she is excited about the new year, and she wishes the best to the faculty and staff. She also said she hopes a good raise for faculty and staff will be included in the 2022 Budget.

ADJOURNMENT

There being no further business to come before the Board, Mr. Michael Curtis made a motion to adjourn the meeting at 6:20 p.m. Dr. Matt Zettl 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

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: September 9, 2021
SUBJECT: Board of Trustees September 14, 2021, Meeting

As I write, the College and the country are preparing for the 20th anniversary of the tragedy and losses experienced on **September 11**, 2001. College faculty and staff worked with the Student Government Association to put together a fitting ceremony to remember those whose lives were lost and those whose lives were forever changed on that fateful day. We are grateful to Chief Jamie Fulk of Morehead City Fire Department and Amy Snider-Wells, Director of the College's Basic Law Enforcement Training program, and our campus Public Safety staff for their assistance in recognizing first responders for their heroism.

We are also preparing to celebrate the 234th birthday of the **Constitution** on September 17. The Student Government Association and Instruction and Student Support are sponsoring essay, artwork, and video competitions to engage students in this event.

Enrollment numbers for Fall 2021 have remained strong through the 10% point of the semester, with both curriculum and continuing education courses posting increases from fall 2019 and fall 2020. Curriculum programs that have seen significant increases in enrollment include Aquaculture, Business Administration, Photography, IT, Diesel, Automotive, Horticulture, BLET, Culinary, and Marine Technologies. Adult High School, High School Equivalency (GED), Nurse Aide, and Artistic Welding enrollment has also increased. More on enrollment can be found in Dr. Brown's and Mr. Harker's reports.

An increase in **COVID-19** cases and reports of symptoms has resulted in the quarantining of some classes. Faculty and staff are working diligently and employing new technology and course delivery strategies to keep students on track in courses. The College is in search of a dedicated contact tracer to manage the increased load and to improve communication and check-ins with quarantined students and employees. **The College continues to require masks be worn in all campus buildings**, unless a person is alone in his or her office, and recommends masking outside when in close proximity to others.

The College has acquired a **second tractor and trailer** to increase the cost effectiveness of our Commercial Driver's License courses. With this second rig, we will no longer need to incur the cost of renting a truck to accommodate increasing numbers and day and night CDL students.

Thank you to Trustees who participated in our survey about the current mission, vision, and values of Carteret Community College as part of the **Strategic Planning** process. We will be sending a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis survey to a broad group of stakeholders in the coming week. Drs. Ken Ender and Kim Sepich from the **Belk Center** will incorporate results of these surveys in our next strategic planning meeting on Friday, October 8. We also plan to schedule several topical convenings in October to inform our planning process. Stay tuned for more.

A different team from the **Belk Center** will present results of the Carteret CC **Diversity Case Study** they conducted on Thursday, September 30, at 2:00 p.m. Trustees are welcome to attend.

Two individuals accepted offers of employment at the College last week: **Jonathan Tyndall** will begin on October 1 as our Director of Institutional Effectiveness, and **Lauren Seymour** will begin on October 11 as our full-time Chemistry Instructor. We will invite them to attend the October meeting to meet Trustees.



TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: September 7, 2021
SUBJECT: Corporate and Community Education September 14, 2021 Board Report

Carteret Community College is now approved to administer Official Nurse Aide I and Medication Aide computer-based testing. These tests are administered in our existing Pearson Vue Testing Center in addition to our High School Equivalency (GED) testing.

Our Adult High School (AHS) Fall 2021 Semester started on 8/23/21. We enrolled a total of 38 students for this semester. We also see increased enrollments in our High School Equivalency (GED) classes.

We are providing ongoing HRD classes for MirIAM, a women's residential substance abuse center, participants. Recent classes include Money Management, Women and Leadership, Developing Positive Relationships at Work, Resumes, Interviewing, and Job Search Strategies.

We sponsored a Peer Support Specialist class for CCC students and others in the community. The 40-hour class certified participants in recovery with mental illness and/or substance abuse to support others who can benefit from their lived experiences. We are planning to have another class in October.

We also sponsored WRAP (Wellness Recovery Action Plan) class for the community. WRAP is a self-management and recovery system for people with mental health difficulties to incorporate wellness tools and strategies into their lives.

Customized Training Program is continuing to provide continuous improvement/lean six sigma classes to local manufacturing companies.

We started our fall Nursing Assistant classes this month. Enrollments are very strong for both the Nurse Aide I and II classes.

The Small Business Center has scheduled drop-in counseling sessions at the Western Carteret Library and will begin drop-in sessions at The Bridge Down East.

The WIOA program continues to enroll participants for the Fall 2021 and Spring 2021 semester in all program areas, youth, dislocated workers, and adults.

Last month we celebrated the service and work of Bob Stubblefield, Career Advisor for the WIOA Adult program, who retired August 31, 2021, after eight years with the college.

WIOA staff continue to participate in weekly hiring events sponsored by NCWorks. For example, in August, NC Works hosted Arosa Health Care, MCCS Cheery Point, Veneer Tech, Bally, and Speedway. NC Works also participated in an employer onsite hiring event with White Oak Christian Child Care Center.

Corporate and Community Education Welding classes are posting solid numbers this fall, with a total of 28 students enrolled in the Welding III and Artistic Welding classes.

Maritime Center of Excellence is included in the proposed federal budget for FY22. It includes funding for the Center of Excellence programs. However, the pending infrastructure bill will most likely affect the level of funding.



TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 9/8/2021
SUBJECT: Board of Trustee September 14, 2021 Meeting

- Curriculum enrollment numbers for fall have now surpassed the 10% point in the semester. At the time of this report, our curriculum unduplicated headcount is 1682. This number is up from Fall 2020 by over 20% and up from Fall 2019 by 6.5%.
- The following AAS program duplicated enrollment numbers have had significant increases in overall enrollments as compared to Fall 2019 duplicated headcounts: Aquaculture, 68% increase; Business Administration, 63% increase; Photography, 117% increase; Information Technology 59% increase; Diesel and Automotive Technology 68% increase; Horticulture, 218% increase; BLET, 18% increase; Baking Hospitality and Culinary, 252% increase; Marine Technologies, 80% increase.
- The College is hosting a Dual Enrollment (CCP) conference with our public school partners on September 23rd and 24th with the goal of streamlining procedures for determining eligibility, enrollment, retention, and completion. The event will take place in the Elizabeth and Doug Townsend Event Hall in the Hospitality and Culinary Arts Center.
- 148 students have been served in some capacity by our TRIO program already this fall including, tutoring, financial planning, counseling, workshops, and drop ins.
- Through CCAMPIS, the College has about \$40,000 in childcare assistance funds to distribute to students. Applications are now open and any PELL eligible student may qualify.
- The library has had a great success with its new Technology Lending Program including laptops and hotspots. The program has been so successful that 20 additional laptops have been ordered.
- The campus hosted a memorial event to mark the 20th anniversary of 9/11 on Friday, September 10th. Campus Public Safety staff and faculty and invited presenters marked the occasion with a rendition of "America the Beautiful," the lowering of the flag, and shared statistics and remarks about the event. Attendees laid carnations and planted American flags at the 9/11 memorial tree by the Foundation office.

TO: Carteret Community College Board of Trustees
FROM: Matt Banko, Vice President of Finance & Administrative Services
DATE: September 7, 2021
SUBJECT: Board of Trustee September 14, 2021 Meeting

Financial Services

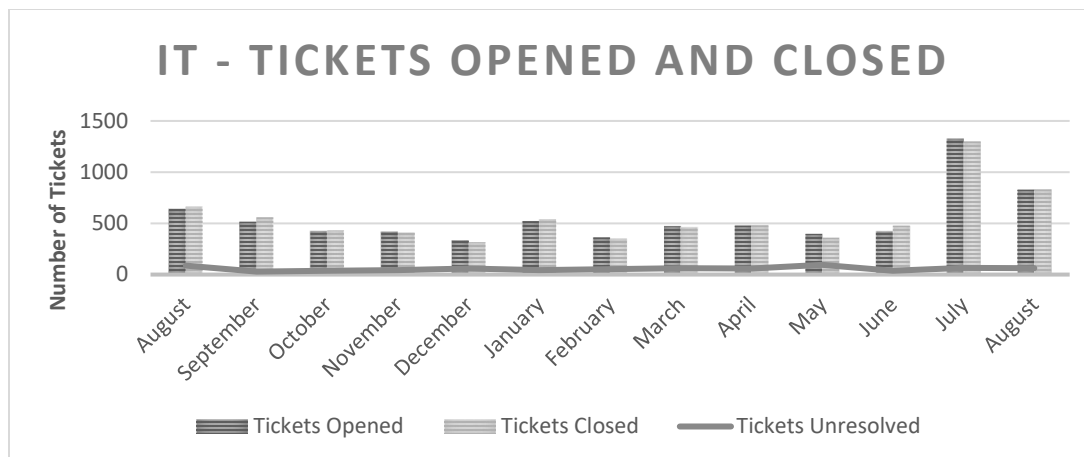
Bank Reconciliation Status Report											
	CORE BANKING				BB&T				FIRST CITIZENS		
	State Funds				Institutional Funds				County Funds		
	Received	Reconciled	Balance		Received	Reconciled	Balance		Received	Reconciled	Balance
Mar-21	04/01/21	04/05/21	\$ 445,445.29		04/01/21	04/29/21	\$ 391,165.54	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

Expenditure Update

- The College continues to wait on the State budget to be finalized
- State, County and Institutional expenditures are at expected levels
 - State expenditures down 3.6% over prior year
 - County expenditures in line with county appropriation
 - Federal HEERF & Pell funds will be distributed to student accounts in September

Campus Information Technology


- Current Projects
 - Digital Sign (repairs need to be made to stand before new sign can be installed)
 - Server Replacement project (hardware has been installed, migration is now scheduled for Sept. 14th)
 - USDA grant install complete (continue to work through some programming issues), working with off campus sites for the delivery of equipment
 - Starting migration of Colleague to the Cloud (this will take between 6-12 months)
 - Upgrading older computers around campus to solid state drives to prolong usability
 - Implementation of multi-factor authentication underway and to be completed in September
 - Chart below illustrates a 13-month tracking of IT tickets



Emergency Preparedness and Security

- Meetings Attended
 - President's Cabinet Meeting
 - ACCSSO (Association of Community College's Safety and Security Officers)
 - Finance & Administrative Department Division Meeting
- Other
 - Adult High School Orientation
 - Foundation's Savior the Summer Event
 - FEMA Course at Brunswick Community College
 - Professional Development / Facilitate on Safety
 - Radiography Class Safety Orientation
 - Cosmetology Class Safety Orientation

COVID-19/CARES Act Funding

 CARTERET COMMUNITY COLLEGE	HEERF I Funds The Coronavirus Aid, Relief, and Economic Security Act (CARES Act)	HEERF II Funds The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)	HEERF III Funds The American Rescue Plan (ARP)
Deadline to Spend Funds <i>*1 year no cost extension available</i>	April 23, 2021	May 11, 2022*	May 11, 2022*
Student Funds Received	\$387,473	\$387,473	\$1,680,461
Student Funds Spent (as of August 31, 2021)	\$387,473	\$322,219	\$118,118
Institutional Funds Received	\$387,473	\$1,168,558	\$1,578,845
Institutional Funds Spent (as of August 31, 2021)	\$387,473	\$1,055,838	\$79,583
Strengthening Institution Program Funds Received	\$38,286	\$63,230	\$140,899
Strengthening Institution Program Funds Spent (as of August 31, 2021)	\$38,286	\$2,887.59	\$0



TO: Carteret Community College Board of Trustees
FROM: Steve Sparks, Vice President, Operations and Facilities
DATE: September 7, 2021
SUBJECT: Board of Trustee September 14, 2021 Meeting

- The new McGee generator had a faulty stator. The part has been replaced and start up is scheduled for September 7.
- Completion of the handrails and post caps along the bulkhead on the shoreline should be soon.
- Greenhouse equipment and electrical components are being installed.
- Parts have been replaced on the Bryant cooling tower. The system was back to 100% before classes started.
- The college has received the BLET evaluation from Clark Nexsen Architects. All end-users have provided input on the floorplan and scope. The architects are now working on a final scope and cost projection for the renovation.
- The scope and design to bring the existing firing range up to certification standards will be ready this week. The scope will consist of building a retaining wall for the backstop berm, drainage pipe details, and soil amounts needed in each area.
- The department is conducting interviews to fill two positions, a Facilities and Landscape Maintenance Tech.

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: September 7, 2021
SUBJECT: Board of Trustee September 14, 2021 Meeting

Capital Campaign – To-date \$3,853,917 has been raised/pledged.

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

To-date Fundraising and Donation & Resale revenue for this fiscal year is: \$59,975; 16.55% of total year budget goal.

Campus Week of Giving took place during the last week of August. To-date employee participation is 80% (FT/PT Permanent Employees). Please consider giving as a Board member to the annual fund, board goal participation is 100%.

Community Relationship and Current Activities:

The following groups have been brought in to tour the Hospitality & Culinary Arts Center: Carteret County Association of Realtors.

The Sonda Warrington Nursing Scholarship Endowment has been established.
 Crosley Home Products Business Scholarship (annual scholarship) has been established.
 Virginia (Ginny) Welton Nursing Scholarship was annual, this scholarship is now an endowment.

Events

- Carteret CC & American Red Cross will be hosting a blood drive on September 22nd in the Bryant Student Center.
- The 26th Annual TransImpact & Carteret CC Golf Tournament will be October 15th at the Crystal Coast Country Club.
- North Carolina’s Poet Laureate, Jaki Shelton Green, will be on campus November 10th in the Hospitality & Culinary Arts Center for a workshop hosted by the Foundation.

Grants

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

Grantor	Purpose	Amount Requested	Pending	Awarded	Expected Notification
USDA Distance Learning and Telemedicine Grant	Classroom upgrades and equipment	\$960,546.00		\$960,546.00	
USDA Agriculture and Food Research Institute Education and Workforce Development	Aquaculture	\$481,474.50		\$481,474.50	
Eddie and Jo Allision Smith Foundation	Trail	\$125,000.00		\$50,000.00	
NRA	Firing Range	\$208,000.00	\$208,000.00		
SAIHE	Financial Aid grants	\$387,000.00	\$387,000.00		
State Library of North Carolina	Library equipment	\$25,000.00		\$25,000.00	
USDA Distance Learning and Telemedicine Grant	Classroom upgrades and equipment	\$585,074.40	\$585,074.40		
Truist	Culinary Building Name	\$1,500,000.00			
Big Rock	Trail (naming rights)	\$200,000.00	\$200,000.00		October 2021
2021 Women's Fund of North Carolina	Crucial Conversations training	\$5,000.00	\$5,000.00		September 2021
2021 Carteret Community Foundation	Lecture Series	\$5,000.00	\$5,000.00		October 2021
Totals		\$4,272,094.90	\$1,180,074.40	\$1,517,020.50	



TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant
DATE: September 6, 2021
SUBJECT: Human Resources September 14, 2021 Board of Trustees Meeting

HUMAN RESOURCES UPDATE

Amanda Bryant submitted the following update:

Recruiting/Hiring*

Position	Replacing	Status
Maintenance Tech I	Michael Salter	Reposted 8/2; may pull from Landscape Mt Tech
WIOA Adult Career Advisor	Bob Stubblefield	Candidate review 8/3; Interviews Pending
Landscape Maintenance Tech	New	Candidate review 8/3; Interviews 8/25; referring to Dr. Mancini
College Receptionist/HR Assistant	Tanya Farrar	Candidate review 8/2; Carrie Dennison DOH 8/23
Director, Institutional Effectiveness	Kristy Craig	Posting closed 7/31; Interviews 9/1 - 3
Instructor, Chemistry	Nathaniel Cline	Posting closed 8/5; Interviews scheduled 8/31
Instructor, Medical Assisting	Angelia Carr-Grady	Posting closed 8/10; Interview Committee appointment pending

*Excludes Adjunct part-time, temporary job postings

Historical Data:

Fiscal Year	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017
New Permanent Hires	9	24	17	27	5	12
Internal Transfer/Promo	2	7	7	1	6	3
Total Hires	11	31	24	28	11	15
Retirement	4	10	6	2	4	4
Resignation	4	9	12	14	5	11
Involuntary resignation	1	4	2	3	1	3
Total Terms	9	23	20	19	10	18

Employee Headcount and Turnover

August Headcount		August Turnover	YTD FY22 Turnover	Turnover Rate
F/T Perm Faculty	61	2.4%	4.85%	FY21: 13.35%
F/T Perm Staff	98			FY20: 8.48%
P/T Perm Faculty	4			FY19: 10.66%
P/T Perm Staff	4			FY18: 6.49%
Total Perm	167			FY17: 10.98%
Total Payroll	251			

Recent Employee Departures

Position	Name	Date
Executive Director, Institutional Effectiveness	Kristy Craig	8/5/21
College Receptionist	Tanya Farrar	8/31/21
WIOA Adult Career Worker Consultant	Bob Stubblefield	8/31/21
Aquaculture Teaching Lab Assistant	Dana Schmidt	8/31/21

Other Activities

- Fall Professional Development (8/10 & 11) – 467 hours of training on 14 topics



TO: Carteret Community College Board of Trustees
FROM: Logan Okun, Director of Marketing & Public Information
DATE: September 1, 2021
SUBJECT: Board of Trustee September 14, 2021 Meeting

Completed

- Published the September View on August 26
- SBC Micro Loan press release
- New “meta majors” launched as programs of study on college website
- Drafted Image Use Policy

On-going Projects

- Spring Promo Campaign
- Website maintenance
- New website menu structure



TO: Carteret Community College Board of Trustees
FROM: Teresa Biggers, SEC- Staff Executive Committee Chair
DATE: September 7, 2021
SUBJECT: Board of Trustee September 14, 2021 Board of Trustee Meeting

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

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

On Friday, September 3rd the SEC-Staff Executive Committee held its first meeting for the 2021-2022 fiscal year. We had 25 staff attending via ZOOM. The meeting had to be rescheduled to 1:00pm from 2:00pm four hours prior to the start of the meeting due to early release at 2:00pm, which may explain the low attendance. There are 128 employees listed on the "CCCStaff" distribution list.

September 3rd 1-1:30pm Agenda Items:

- 1) **What is the Staff Executive Committee?** The purpose of the Staff Executive Committee is to represent all non-teaching staff on matters of general concern and advise the President's Cabinet on matters affecting staff welfare, development, and governance.
- 2) **Who can contribute to the items on the agenda?** ALL Non-Teaching Staff
- 3) **Sweet Beans Midtown Sound Café**
 Sweet Beans Midtown Sound Café is now open and located in the Bryant Student Center
 Hours of Operation
 Monday - Thursday 7:30 am - 7:00 pm
 Friday 7:30 am - 2:00 pm
- 4) **Professional Development Pink Days team** – Volunteers will reach out to Amanda in HR
- 5) **2021 International Coastal Cleanup Day September 18th**
 Performance Bonus volunteer opportunity. Survey will go out by 9/8 for sign-up.
- 6) **Communication – Poll Questions**
 Dr. Mancini would like the Staff to feel comfortable reporting any needed improvements, issues or concerns.
 - A. **Would you prefer using an anonymous online suggestion box?**
 Results: YES - 17 / 77%
 NO - 5 / 23%
 - B. **If you had a concern or a suggestion, would you feel comfortable communicating it to the SEC Committee Officers?**
 Results: YES - 19 / 90%
 NO – 2 / 10%
- 7) **Discussion** - Questions came up about Professional Development Pink Days which will be discussed further with Dr. Mancini and later with the Professional Development Pink Days team. Requested a meeting with Dr. Mancini and the SEC Officers through JoAnn on 9/7/21.

*****The next Staff Executive Committee Meeting will be Friday, October 1st from 2-2:30pm*****



TO: Carteret Community College Board of Trustees
FROM: Autumn Gillikin, SGA President
DATE: September 6, 2021
SUBJECT: Board of Trustee September 14, 2021 Meeting

Completed Activities:

- Our Welcome Back Event was a huge hit, we distributed over 450 lunches to our students along with SWAG bags.
- We have all the necessary supplies for our Spirit Boat, including the paint, and are currently working on finding a day to set it up and paint it.
- Our new logo has been implemented and can be found attached to this report.
- Our newest issue of the wave focused on our SGA as we introduced ourselves to the students for the 2021-2022 school year. It includes brief biographical information about all of us as well as images.
- We also participated in the 9/11 Remembrance Ceremony here at Carteret Community College.

Upcoming Activities:

- Our traditional Subs & Clubs event was rescheduled to Thursday September 16, 2021 from 11:00 to 1:00 to give us more time to prepare after the intensity of our Welcome Back celebration.
- We are helping to facilitate Carteret CC's celebration of Constitution Day by having a Question of the Day for that week. We are also sponsoring three contests with the theme "What are Civil Liberties and why are they important to you?" These contests are an essay contest, a video contest, and an art contest.