



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

AGENDA			
I.	*	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.		FOUNDATION CHECK PRESENTATION A. Safe Harbor Jarrett Bay	Chair Darden Mr. Tate Lawrence
III.	*	APPROVAL OF AGENDA	Chair Darden
IV.	*	APPROVAL OF MINUTES (August 9, 2023 Attachment 1 ; August 28, 2023 Attachment 2)	Chair Darden
V.		CHAIR REPORT	Chair Darden
VI.		NEW EMPLOYEES A. Liz Hubbard B. Jeff Goduti	Chair Darden Mr. Perry Harker Mrs. Donna Cumbie
VII.		PRESENTATION A. Foundation	Chair Darden Ms. Brenda Reash
VIII.	*	NEW BUSINESS A. Consider Stage Naming Opportunity B. Policies for Review-First Read 1. Political Activities of Employees Policy (Attachment 3)	Chair Darden Chair Darden Mrs. Amanda Bryant
IX.		COMMITTEE REPORTS A. Personnel, Policies, and Bylaws 1. Proposed Revisions of Governing Policies-First Read	Chair Darden Trustee Mary Charles Jenkins
X.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 4,5,6,7,8,9,10,11,12,13) C. Faculty Executive Committee	Chair Darden Trustee Penny Hooper Dr. Mancini Mr. Nathan Branson
XI.		BOARD COMMENTS	Chair Darden/Trustees
XII.	*	ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATE	EVENT	TIME	LOCATION
September 27, 2023	Fall Fest	11:00a- 1:00p	Civic Center



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September 29, 2023	Diamond Bash, click here to purchase tickets	6:00 p.m.	Civic Center
October 13, 2023	28 th Annual Carteret CC Golf Tournament, for more information, click here	8:00 a.m.	Crystal Coast Country Club, Pine Knoll Shores
November 4, 2023	Wine Expo, click here for tickets and information	1-2:00 VIP Hour 2-5:00 General Admission	Hospitality and Culinary Arts Center



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Attachment 1

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

AUGUST 9, 2023

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 9, 2023, at the Hospitality and Culinary Arts Center on the Carteret Community College Campus, Morehead City, North Carolina. Chair Darden welcomed the newest trustee, Mr. Will Rogers. She asked the trustees to say a few words about themselves to welcome Mr. Rogers to the Board. The following were present and/or absent:

Trustees Present

Mrs. Melodie Darden, Chair
Dr. Wrenn Johnson, Vice Chair
Mr. Doug Brady
Mr. Robin Comer
Mr. Bill Henderson

Mrs. Penny Hooper
Mrs. Mary Charles Jenkins
Mrs. Catherine Parker
Mr. Will Rogers
Mr. Doug Starcke (Zoom)

Trustees Absent

Mrs. Rosa Langston
Mrs. Dee Meshaw

Administration Present

Dr. Tracy Mancini
Mr. Perry Harker
Dr. Maggie Brown
Mrs. Donna Cumbie
Mrs. Cindi Goodwin
Ms. Brenda Reash
Mrs. Amanda Bryant
Ms. Logan Okun
Mr. Jonathan Tyndall
Mrs. Laura Sullivan

President
Vice President, Corporate and Community Education
Vice President, Instruction and Student Support
Interim Vice President, Finance and Administrative Services
Director, Operations and Facilities
Executive Director, Foundation
Director, Human Resources
Director, Marketing and Public Information
Director, Institutional Effectiveness
Executive Assistant to the President



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College Employees Present

Mr. Richard Abell	Director, Security and Emergency Preparedness
Mrs. Shana Olmstead	Chair, Hospitality/Culinary/Baking and Pastry Arts
Mr. Ed Ladenburger	Director, Instructional Support and Distance Learning
Mr. Kevin Daniels	Director, Business and Industry
Mrs. Merianne Grigoriuc	Director, Counseling, Disability Services, and Retention
Chef James Clarkson	Instructor, Culinary
Chef Charles Park	Lead Instructor, Culinary
Chef Rochelle Wert	Instructor, Baking and Pastry
Mr. Charles Powell	Instructor, Business and Accounting

Guests Present

Ms. Lindsay Parker	President, Beaufort Wine and Food
Ms. Brittany Pittman	Director, Beaufort Wine and Food
Mr. Roger Striffler	Board Member, Beaufort Wine and Food
Ms. Cheryl Burke	Reporter, Carteret County News-Times

A. Ethics Reminder

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

FOUNDATION CHECK PRESENTATION

Chair Darden introduced Ms. Lindsay Parker, President of Beaufort Wine and Food, to present a check for \$100,000 for a food truck for the Hospitality and Culinary Arts program. Chair Darden explained the food truck has been on the faculty's wish list for awhile and we are grateful to Beaufort Wine and Food for making this wish come true. A few ideas that the faculty has proposed for the truck are:

- to offer a Food Truck Certification Curriculum
- to work with Child Nutrition Services to identify food insecure public school students and distribute weekend and holiday food packs on how to prepare healthy meals
- to recruit events for the whole college
- to add food truck experiences and information to existing courses to expose students to career and business options
- to conduct food demonstrations for the Seafood Festival and other events

Chair Darden thanked Ms. Parker and Beaufort Wine and Food for the generous gift. Ms. Parker introduced Director Brittany Pittman and board member Mr. Roger Striffler. She said Beaufort Wine and



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Food is excited to be able to present this check to the Culinary program and partner with the school and the programs that are offered. They are looking forward to seeing what will come out of this addition to the Culinary program.

APPROVAL OF AGENDA

Chair Darden presented the August 9, 2023, agenda for approval by the Board.

Trustee Will Rogers motioned to approve the agenda for August 9, 2023. The motion was seconded by Trustee Robin Comer. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES

Chair Darden presented the June 14, 2023, minutes and July 27, 2023, Special Board Meeting minutes for approval by the Board.

Trustee Mary Charles Jenkins motioned to approve the June 14, 2023, minutes and the July 27, 2023, Special Board Meeting minutes. Trustee Doug Brady seconded the motion. The motion passed unanimously by voice vote.

CHAIR REPORT

Chair Darden welcomed the Trustees back from the summer break.

Chair Darden thanked the Trustees who had attended the 60th Anniversary Kickoff on July 11, 2023, at the Sound Garden. She thanked Trustee Henderson for sharing memories at the celebration.

Chair Darden said to mark your calendars for September 29, 2023, for the Diamond Bash to celebrate the 60th Anniversary. She encouraged the Trustees to consider contributing to the remodeling of Joslyn Hall.

Chair Darden mentioned the memorial service on July 31, 2023, for Chef Randy Sweat. Many employees and students came out to remember Chef Sweat.

A delegation of trustees will be traveling to Wilmington August 30-September 1, 2023, for the North Carolina Association of Community College Trustees Leadership Seminar.

Chair Darden said the last Savour the Summer Soiree was August 7, 2023. The Island Grille and Soundside Restaurant were paired with Tryon Distributing for a fun evening with delicious food and beverages.



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NEW BUSINESS

A. 2023-2024 Committee Assignments

Chair Darden advised the Board that the Committee assignments were the same as last year with the exceptions of adding Trustee Will Rogers to the Finance and Buildings and Grounds Committees, and Trustee Penny Hooper replacing Trustee Jenkins as the Foundation Liaison. She advised that the Board would need to vote on the Nominations Committee. Chair Darden said that Mrs. Sullivan will be sending out the committee list with these additions after the Board Meeting.

B. 2023-2024 Nominations Committee Members Election

Chair Darden advised the Board of the current trustees serving on the Nominations Committee. She asked for nominations, one from each appointing agency-Board of Education, Board of Commissioners, and Governor's Office.

Trustee Bill Henderson nominated Trustee Catherine Parker from the Board of Education and Trustee Parker accepted. Without further discussion, the motion was unanimously approved by voice vote.

Trustee Doug Brady nominated Trustee Wrenn Johnson from the Board of Commissioners and Trustee Johnson accepted. Without further discussion, the motion was unanimously approved by voice vote.

Trustee Mary Charles Jenkins nominated Trustee Penny Hooper from the Governor's Office and Trustee Hooper accepted. Without further discussion, the motion was unanimously approved by voice vote.

C. Paid Parental Leave

Mrs. Amanda Bryant presented the information on Paid Parental Leave. She explained it would be added to the procedures under the Leave policy. Dr. Mancini commented that this is in addition to the Family and Medical Leave Act (FMLA). There was some discussion from the Board.

NEW EMPLOYEES

A. Kevin Daniels-Director of Business and Industry

Mr. Perry Harker introduced Mr. Kevin Daniels to the Board. Mr. Daniels said that he was glad to be back at Carteret Community College and has been very busy since he arrived. Mr. Daniels had worked at the College previously in 2017-2020. Chair Darden and Trustee Hooper welcomed him back.

B. Merianne Grigoriuc-Director, Counseling, Disability Services and Retention



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Dr. Maggie Brown introduced Mrs. Merianne Grigoriuc. Mrs. Grigoriuc moved from Director WIOA Career Advisor in Corporate and Community Education to the Director of Counseling, Disability Services and Retention in Student Services at the College.

C. Charles Powell-Instructor, Business and Accounting

Dr. Maggie Brown introduced the new instructor in Business Administration, Mr. Charles “Chuck” Powell. Mr. Powell previously worked at Wake Tech and brings his skills as a CPA to the program.

D. Chef Rochelle Wert-Instructor, Baking and Pastry

Dr. Maggie Brown introduced Chef Rochelle Wert, a new instructor for Baking and Pastry. Chef Wert lived in this area growing up and decided to make this area her home again. She has worked at Floyd’s 1921 Restaurant and also self-employed. She is looking forward to working in the Culinary program.

PRESENTATION

Dr. Mancini introduced Mr. Jonathan Tyndall, Director of Institutional Effectiveness. She explained that Mr. Tyndall’s presentation is a result of the Board Self-Evaluation wanting to hear about Student Success Metrics. Mr. Tyndall will be measuring, monitoring, and reporting about the different metrics throughout the year to show the progression.

Mr. Tyndall gave the Board a handout about Student Achievement and the credentials earned. He reviewed Basic Skills, Diplomas-Adult High School GED and High School Equivalency, and Curriculum program data related to completion and persistence. Trustees asked several questions and discussed the kind of data they thought meaningful. Mr. Tyndall and the Board discussed the College’s successes in graduation rates, time to credential completion, and State licensure pass rates for the 2022-2023 as well as the College’s opportunities for continuous growth and improvement in the areas of retention rates and persistence.

OTHER REPORTS

A. Foundation Liaison

Ms. Brenda Reash updated the Board about Foundation Events. She said that they had raised \$176,200 for the Joslyn Hall renovation and this does include pledges. The goal for the Joslyn Hall renovation is \$304,000.

Ms. Reash advised the Board that the 60th Anniversary Diamond Bash will be September 29, 2023. There will be a band, silent auction, and a raffle for a black diamond. Floyd’s 1921 Restaurant will be catering the event and Shortway Brewing will provide beverages.



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B. President's and Executive Leadership Council Reports

Dr. Mancini advised the Board that this summer the College had two students that were National SkillsUSA winners.

All full-time faculty and staff participated on May 18 in a special information session on **CyberSecurity** and refresher on campus **security and active shooter protocols**. All faculty and staff will have completed a series of **KnowBe4** CyberSecurity online training modules by August 15. The College's IT Department is participating in a NC Community College System pilot program for CrowdStrike monitoring services and is implementing required **Gramm Leach Bliley Act (GLBA) controls** to ensure privacy, security, and confidentiality of student records containing non-public customer information. The Board will hear a report on these controls later in the fall.

Dr. Mancini said that Dr. Brown had attended a SACSCOC summer Institute to prepare for the College's Fifth-Year Report, due Fall 2025.

Dr. Mancini said the campus is looking great with the start of the semester; thanks to Facilities and Operations and IT for getting everything moved and set up in new places.

Dr. Mancini thanked Ms. Shana Olmstead and the HCAC staff and faculty for allowing us to meet in their building for this meeting. It was the perfect spot for the Beaufort Wine and Food check presentation.

Dr. Mancini mentioned that the 2023 Spanish Mackerel and Dolphin Fishing Tournament in July 2023 was very successful. There were 52 participants and there was lots of fish caught which was then sold to local markets.

BOARD COMMENTS

Trustee Bill Henderson commented that it was a tremendous announcement from Beaufort Wine and Food giving the College \$100,000 for a food truck.

Trustee Catherine Parker agreed about the Beaufort Wine and Food announcement. She also welcomed the new employees to the College and new trustee Will Rogers to the Board.

Trustee Doug Starcke said he appreciated being able to join in by Zoom. He was excited about the Beaufort Wine and Food donation, too.

Trustee Penny Hooper agreed with the trustee comments regarding the Beaufort Wine and Food donation. She commented it was good to get back from the summer and get back on a schedule and she appreciated the information from Mr. Jonathan Tyndall.



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Trustee Will Rogers said he was glad to be a part of the Board. He was excited about the Food Truck and it will be an asset to our College by showcasing the College programs within our community.

Trustee Mary Charles Jenkins welcome Trustee Will Rogers to the Board. She commented that it was a great meeting and many exciting things happening. She was especially impressed with the 100% pass rate and congratulated those students.

Trustee Doug Brady also welcomed new trustee Will Rogers. He commented it is great to see all that is happening at the College and mentioned he has noticed the Kraken around campus on the flags. Ms. Logan Okun commented about the Kraken and that there will be t-shirts at the Fall Fest.

Chair Melodie Darden commented on the strong partnership with Beaufort Wine and Food and how they know that Carteret CC will be good stewards of their investment. She commented that the 100% pass rates is huge. She also appreciated Mr. Jonathan Tyndall's presentation and that it was in response to the Board's self-evaluation. Chair Darden welcomed new trustee Will Rogers to the Board.

ADJOURNMENT

There being no further business, Trustee Will Rogers made a motion to adjourn at 10:17 a.m. Trustee Mary Charles Jenkins seconded the motion. The passed unanimously by voice vote.

Submitted by:

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

Melodie Darden Chair of the Board of Trustees

Date

Dr. Tracy J. Mancini, Secretary to the Board of Trustees

Date

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Attachment 2

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

SPECIAL BOARD MEETING

MINUTES OF MEETING

AUGUST 28, 2023

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 28, 2023, via Zoom. The following were present via Zoom:

Trustees Present

Mrs. Melodie Darden, Chair
Dr. Wrenn Johnson, Vice Chair
Mr. Doug Brady
Mr. Robin Comer
Mr. Bill Henderson

Mrs. Penny Hooper
Mrs. Mary Charles Jenkins
Mrs. Dee Meshaw
Mr. Will Rogers
Mr. Doug Starcke

Trustees Absent

Mrs. Rosa Langston
Mrs. Catherine Parker

Administration Present

Dr. Tracy Mancini	President
Mrs. Laura Sullivan	Executive Assistant to the President

A. ETHICS REMINDER

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

APPROVAL OF AGENDA

Chair Darden presented the August 28, 2023, agenda for approval by the Board.



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

Trustee Doug Starcke made a motion to approve the agenda as presented. Trustee Mary Charles Jenkins seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.

CLOSED SESSION

Trustee Doug Starcke made a motion to go into closed session in accordance to N.C. GS 143-318.11 at 9:02 a.m. Trustee Will Rogers seconded the motion. The motion passed unanimously by voice vote. At 9:11 a.m., the Board of Trustees came out of closed session with a motion made by Trustee Robin Comer. This motion was seconded by Trustee Penny Hooper. The motion passed unanimously by voice vote.

Trustee Doug Brady made a motion to approve the naming opportunity discussed in closed session. Trustee Robin Comer seconded the motion. The motion passed unanimously by voice vote.

ADJOURNMENT

There being no further business, Trustee Robin Comer made a motion to adjourn at 9:12 a.m. Trustee Bill Henderson seconded the motion. The motion passed unanimously by voice vote.

Submitted by:

Mrs. Laura Sullivan
Executive Assistant to the President
Assistant Secretary to the Board
August 28, 2023

Melodie Darden, Chair of the Board of Trustees

Date

Dr. Tracy J. Mancini, Secretary to the Board of Trustees

Date

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TO: All Members of the Board of Trustees
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Attachment 3

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 2023

New Policy Revise Existing Policy

Policy No.: <u>2.4.2</u>	Policy Title: <u>Political Activities of Employees Policy</u>
Responsible Division: Human Resources	Citation: <u>1C SBCCC 200.99</u>
Signature/ Date Approved: Board of Trustees XX/XX/XXXX	SACSCOC: _____
EFFECTIVE <u>11/1/2018</u>	

Policy Statement:

Each employee of Carteret Community College retains all rights and obligations of citizenship provided in the Constitution and laws of the State of North Carolina and the United States of America. Therefore, the Board of Trustees encourages employees of the College to exercise their rights and obligations of citizenship.

All College employees have the right to freely express their views on any subject, including advocacy for or against candidates for public office and for or against matters of contemporary political debate, and legislative or social action issues. In exercising these rights, all activities must be conducted independent of College employment. The political opinions assumed by employees are personal ones, and employees must ensure that they do not imply that such opinions are endorsed by the College. College employees may not use the authority of their position or the resources of the College to secure support for, or to oppose any person or issue in an election, legislative process or other matters of contemporary political or social debate. College employees may not coerce, solicit or compel another College employee to support or contribute to a political candidate, party, issue or cause.

The College shall not solicit nor require an employee or applicant for employment to affirmatively ascribe to or opine about beliefs, affiliations, ideals or principles regarding matters of contemporary political debate or social action as a condition to employment or professional advancement.

Employees who seek public office or choose to actively participate in a political campaign are subject to the following provisions:

- Employees shall not actively campaign for political office or engage in political activity while on duty or within any period of time during which they are expected to perform services for which compensation from the College is rendered.



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- Employees shall not utilize College funds, supplies, or vehicles to secure support for or opposition to any candidate in any election, or to affect the outcome of party nominations.
- Employees shall not use any promise or personal preferential treatment or threat of loss to encourage or coerce any employee, student, community partner, or guest of the College to support or contribute to any political issue, candidate, or party.

Employees who decide to run for public office shall notify the Board of Trustees through the President of their intentions to run and certify that they will comply with College policy as outlined above for the duration of their campaign. Employees elected to or appointed to a part-time public office shall notify the Board of Trustees through the President and certify that their service will not interfere with the employee's regular duties and that no College resources will be used to secure or perform the duties of the elected or appointed position.

Employees who are elected or appointed to a full-time public office shall be required to take a leave of absence without pay upon assuming that office. The length of the leave shall be determined by the ~~Board of Trustees~~President.

In the event the President chooses to run for or accept appointment to any public office, these rules also apply. Additionally, the Board of Trustees shall inform the State Board of Community Colleges.

Definition of Terms:

1. College resources are considered to be money, services, supplies, equipment, information technology resources, email accounts, vehicles, and other funds, or property owned or controlled by the College.

2. Public Office means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute or ordinance.

1-3.

Membership in the General Assembly is a full-time public office under this policy.

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Attachment 4

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: September 7, 2023
SUBJECT: Board of Trustees September 13, 2023, Meeting

As the College continues to celebrate 60 years, preparations are in full swing for the **Diamond Bash** gala on September 29. As I write, the **“Every Seat Counts” campaign** to update Joslyn Hall in honor of the 60th anniversary is 96% complete, with \$292,200 raised. We are preparing specs for the bid process, with an anticipated start of the upgrades in late fall.

The College is delighted to be able to purchase **five mobile units** that have been on Croatan High School’s property for the past several years as their new classroom building was under construction. The Board of Education approved the purchase price of \$1, and the County Commissioners approved the transfer of the property. The College will be responsible for moving the units to proposed sites and making them operational. The first two units will be moved to the **Carteret Correctional Center** in Newport, where the College has been offering GED, Horticulture, and Masonry classes for many years. The existing mobile classrooms at that site were deemed no longer safe last year, and we have been working to identify funding for replacements. Plans for the other three units will be confirmed shortly.

The **Carteret Links** health information series, which launched last year with the use of USDA Distance Learning and Telemedicine grant equipment at remote sites across the county, will return this month. There will be four seminars between September and December on topics such as sleep health featuring Mayor Sharon Harker, drug trends and updates by Dr. Randall Williams and Sheriff Asa Buck, stress management and holiday weight management by members of the County Health Education Division. A schedule and location information can be found at www.carteret.edu/carteret-links.

Superintendent Paylor and I will represent Carteret County at the **STEM East** meeting this Friday, September 8, in Greenville. STEM East is a collaborative effort by “regional businesses, school districts, economic development municipalities, private foundations, state and local government and many others [to engage students] in real-world STEM learning opportunities that directly align with career opportunities in Eastern North Carolina.” STEM East’s work aligns with the **MyFutureNC** attainment goal of 2 million North Carolinians aged 25-44 with workplace credentials or degrees by 2030.

On September 13, the **Coastal Federation** is hosting the **North Carolina Environmental Management Commission** for a meeting on Carteret CC’s campus. Participants will include members from the Pew Charitable Trusts, Department of Environmental Quality, Coastal Resources Commission, Marine Fisheries, and local government officials, project managers, and environmental staff. David Cerino and I will lead a tour of our Aquaculture Program and the Living Shoreline before providing a welcome for the group’s dinner at our Hospitality and Culinary Arts Center.



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The College will host executives from **Blue Cross/Blue Shield of NC and EdNC** on September 26. The group has toured nearly all of the 100 counties of North Carolina and is looking forward to seeing and learning more about Carteret County. The College is arranging a tour of campus and some local businesses and will provide a welcome for the group's dinner at the Elizabeth and Doug Townsend Event Hall in our Hospitality and Culinary Arts Center.

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Attachment 5

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 9/5/2023
SUBJECT: Corporate and Community Education September Board Report

We are partnering with North Carolina One Water 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.

The college received notification from the North Carolina State Employees Credit Union Foundation, will receive \$15,000 to award thirty \$500 scholarships for students enrolled in short-term workforce certification programs.

The fall semester Crystal Coast Fire Academy class started in August. The academy is a sixteen-week training program that will allow students to complete North Carolina firefighting certifications, preparing students for entry-level careers at fire departments. There are fourteen students enrolled.

A requirement of the Corporate and Community Education internal accountability plan is to report a summary of the internal audit results to the Board of Trustees. For summer 2023, all staff exceeded the required visitation percentages and found classes meeting as scheduled with good attendance.

In late July, I was invited by the NC Department of Commerce to participate with 19 others from around the state in a roundtable discussion with the head of the National Science Foundation (NSF) Technology, Innovation, and Partnership (TIP) Directorate. The focus of the roundtable was clean energy and workforce development.

While participating in the aforementioned roundtable, I met the Director of UNC Charlotte's Energy Center, and we briefly discussed their plans to apply for a grant with the Department of Energy. I participated in a few calls with UNC Charlotte's team, and UNC Charlotte invited Carteret CC to join as a grant sub-recipient. The grant was submitted on August 28 to the Department of Energy; the grant is to establish a Wind Center of Excellence. Our role will be the development and delivery of training for wind-related occupations.

Students enrolled in the Basic Skills Compensatory Education Program (students with intellectual, physical or developmental disabilities) will participate in the Special Olympics county games. The students participate in the Fall at Fort Benjamin Park and bowl in the Winter at MacDaddy's. These

events are inspiring and gratifying for our students and Instructors. We value the important life lessons our students learn while participating in the Special Olympics.



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We were notified by the NCCCS Office that they had completed their annual risk assessment of Basic Skills programs and that Carteret CC received another “Low-Risk Assessment” this past year. Congratulations to the Basic Skills team. Due to the assessment results, we will not likely have an on-site comprehensive monitoring review during the 2023-2024 reporting year.

We have scheduled an Electrical Inspection Level I course beginning in September. This is a remote course, and inspectors from across the state can enroll. There will be two face-to-face classes on campus to prepare and take the final exam.

Our Re-entry program currently works with 47 individuals in the pipeline for employment and/or enrollment in the WIOA program to receive training or education. Our staff is on-site weekly or bi-weekly outreach to Hope Mission, Newport Correctional Facility, the MirlAM, the Women’s Oxford House, Probation and Parole, and the Department of Social Services. Walk-ins to the NC Career Center also contribute to individuals served. We also worked with local companies, and seventy-three businesses verified they are willing to consider/hire formerly incarcerated applicants.

The Small Business Center staff helped at the Bogue Banks Library, serving as tech aids to their members with computer/tablet/phone-related questions.

The Small Business Center submitted its 2022-2023 Annual Report with the following statistical data: provided counseling to 112 clients for 321.90 counseling hours, hosted 84 workshops/seminars with 879 attendees, assisted with the startup of 13 businesses, 31 jobs created, and 13 jobs retained.

We completed our first Construction Academy with nine students. Students received Forklift Operator, OSHA 10, and National Center for Construction Education & Research (NCCER) certifications. One student in the class has already received a job from one of the workplace visits, and four others are interviewing.

Our Renewable Energy Academy is progressing nicely, with 14 students earning various NCCER certifications and OSHA cards. We have toured a bio-mass alternative energy plant in New Bern and a Solar Energy installation project in Morehead City. Our last steps in the classroom include training in electrical theory, circuits, and wiring, leading to our final project of constructing small-scale wind generation units.

We expended the remaining GEER II Scholarship funds received last year. Students who received the scholarships were in programs such as CDL, Crystal Coast Fire Academy, Massage Therapy I & II, and Nurse Aide I & II. To be eligible for the scholarship, students must be enrolled in a 96-hour course leading to a credential. We were able to provide more than \$15,000 in scholarships for summer and fall classes.

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TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

Attachment 6

TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 09/05/23
SUBJECT: Board of Trustee 09/13/2023 Meeting

- Fall classes have begun, and enrollment is looking fantastic! At the writing of this report, curriculum unduplicated student enrollment is up 3.3%, and projected FTE is up 1.57% over this time period last year. We expect more growth as 2nd 8-week classes begin in October.
- In cooperative efforts from both Continuing Education and Curriculum staff and faculty, our Certified Nursing Assistant Apprenticeship with Carteret Health Care has been approved by ApprenticeshipNC. The first class of students will start on 9/13, and CHC professionals will be working with our instructors to integrate the students into the CHC culture, employment pathways, and benefits. The goal is to give CHC a direct pipeline of CNAs who will become long term employees with opportunities for professional growth and development.
- We have been in discussions with Richmond Community College to develop an Instructional Service Agreement for students to obtain an Associate degree in 911 Communications and Operations. If approved by our CRC and the NCCCS, this will allow students in our area to take one year of classes at Carteret CC and one year through Richmond CC online. Work-Based Learning can be done in our service area so that students never have to leave Carteret County to complete their coursework. Details are still being developed and will come to CRC and the BOT soon.
- Under the leadership of Dean Nicole Thompson and Chair Rob Harris, we have developed an articulation agreement for our Business Administration AAS graduates to matriculate to UNC Pembroke for the Bachelor of Science in Accounting. Students who qualify will receive waived application fees and advising services from UNCP to help them with the transition. Students will be able to complete the AAS to BS pathway online or in person.
- The Cosmetology Fall Clinic is now open to the public. Our students will be serving the public Tuesday through Thursday from 8am-11:30am under the guidance of our Cosmetology faculty. The salon is operating by appointment only. Call (252) 222-6104 to book your next service! Our Cosmetology Department had a visit at the end of August from the State Board of Cosmetic Arts to review our facilities and instruction. The Inspector gave a glowing review of our faculty and students.



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

- With the approval of CCPS and Principal Davis, Croatan High Scholl will become an off campus instructional site with 100% of a basic Welding Certificate offered on that campus by Fall '25. Carteret CC has written a grant that will help to provide 5 new multiprocess welding machines for that site. Carteret CC has also purchased a class set of PPE for students in the program and is reworking the courses to make the pathway nearly free for students. Students will be able to complete the CCP college certificate in one school year with skills in basic welding processes and be prepared for entry-level positions in the workforce upon high school graduation.
- Our Gellner French Exchange students have landed in France and have begun their 5-week experience. Roseanna Secchi and Dejah Sandifer are both graduates of the Culinary Arts program. Roseanna and Dejah are two dynamic ladies with strong work ethic. They were chosen for the Gellner French Exchange program because of their hard work and the capacity to thrive in challenging positions. They are working through the jet lag right now, but are honored and excited to represent our college to the best of their abilities. Roseanna, upon her return, is set to continue her education at Prague University in the Czech Republic. Dejah can't wait to get back to Carteret and show off her Culinary skills locally.
- Our progress on our QEP, "Mentoring, Advising, and Planning for Success" is right on track for our 5th Year Report, due to SACS COC in September of 2025. We are currently collecting data on MAPS usage, student completion and success with their career and transfer projects in ACA, and student satisfaction with Advising. The Advising Committee has completed an Advisor training Moodle course, which allows any staff or faculty advisor to access current advising information for all of our academic pathways. The QEP committee will have met by the time of this report to discuss our progress toward fulfilling the actions indicated on our original plan and to discuss data collection and the natural evolution of our QEP. As an added benefit, I have been invited by SACS COC to be a site reviewer for another College's 5th year report. This review will be the best possible preparation to help me lead our Institution's 5th year report.

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TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

Attachment 7

TO: Carteret Community College Board of Trustees
FROM: Donna Cumbie, Interim Vice President of Finance & Administrative Services
DATE: September 5, 2023
SUBJECT: Board of Trustee September 13, 2023 Meeting

Financial Services

Bank Reconciliation Status Report									
	CORE BANKING			Truist			FIRST CITIZENS		
	State Funds			Institutional Funds			County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
Jul-23	08/01/23	08/02/23	\$ 168,657.75	08/02/23	08/08/23	\$ 2,254,719.92	08/01/23	08/01/23	\$ 317,205.02
Aug-23	09/01/23	09/01/23	\$ 269,672.73	09/01/23			09/01/23	09/01/23	\$ 385,303.97

Expenditure Update

	YTD	YTD	YTD
	YTD	July	August
		September	
2024	State	1,094,059	1,131,249
	County	302,414	270,000
2023	State	1,068,308	1,082,819
	County	262,478	266,455

Year over Year Change

2024/2023	State	25,751.40	48,430.17
	County	39,936.06	3,545.82

% Increase	% Increase
(Decrease)	(Decrease)
2.4%	4.5%
15.2%	1.3%



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

- In July 2024, our expenses were 15.2% higher compared to the previous year, mainly due to a \$25,000 increase in insurance premiums. Other expenses grew at a more typical inflation rate.

Campus Information Technology

- Current Projects
 - Rural Broadband Project – AWS firewall has been installed; campus will be white lined for fiber install this week
 - Will begin pushing out new group policy this week starting with Student Services
 - Security camera system upgraded.
 - Working on a standard communication to send out to students when their accounts have been compromised.
 - Employee cybersecurity training has ended. There are about ten employees who still need to finish. We will reach out to them individually.
 - \$100,000 has been awarded from the State and Local Cybersecurity Grant Program (SLCGP) to IT to purchase infrastructure to help with security. (Thanks Kristi)
 - Password length will increase to 14 characters in October, following guidelines set by the state and CIS Controls.

Emergency Preparedness and Security


- Current and Recent Activity
 - Attended meetings for the Staff Executive Committee, Building Captains, ACCSSO Executive Board Meeting, Trunk or Treat Committee Meeting, and the Employee Meeting.
 - Stayed up-to-date on Hurricane Idalia by attending the Storm Team meetings and the National Weather Service Webinars. Kept the college leadership team updated.
 - Attended various PINK Day sessions
 - Provided Security Overviews for Adult High School students, ACA, Esthetics and Cosmetology classes.



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FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

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	\$3,134,876	\$242,415	\$484,461
Total Funds Spent or Encumbered (as of August 31, 2023)	\$2,455,407	\$3,134,876	\$242,415	\$448,785
Remaining Funds	\$0	\$0	\$0	\$35,676

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TO: All Members of the Board of Trustees
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SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

Attachment 8

TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Director, Operations and Facilities
DATE: September 1, 2023
SUBJECT: Board of Trustee September 13, 2023 Meeting – Facility and Operations Updates

- The Public Safety Training Facility continues to move forward. The DOT permit has been approved and the local building permits have been obtained. Storm water permits continue to be in State review. Fire Training Systems delivered the units to Laurel Road on August 28th. Upon final permitting, the concrete can be installed and cured, and erection of the tower can begin.
- Work continues on the Civic Center/Smith roof replacement. Estimated completion is set for October 30th.
- Pricing for upgrading student and visitor directional signage on campus has been submitted for budgeting, including building lettering for Human Resources and Public Safety. The foundation has purchased donor signs for the benches along the walking trail. Signs for the Scout project have also been quoted and are in the budgeting process.
- Bids for the installation of S2 Access Door Controls were opened on July 7th and NC Sound was the low bidder. Replacement doors for the Bryant center are in the quoting stage and all are expected to be complete by the end of October.
- Martec Building condenser and air handler are scheduled for installation in October.
- Smith Sinnett Architects (Open End Designer) has provided room layouts to the Health Sciences Department in the planning phase of the new simulation space. Spaces included for simulation included hospital rooms, home health care environment, emergency room, ICU, Maternal/Peds, and debriefing rooms. Final layout approvals are to be determined in the next two weeks.
- Mobile units given to the college by the Carteret County school system are being evaluated and quoted to relocate.
- Bryant Student Center furniture layouts and pricing are being completed and orders are anticipated to be placed in September.
- Joslyn Hall renovation has moved into the budget and bid phase. Completion is set for May 2024.

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TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

Attachment 9

TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: September 1, 2023
SUBJECT: Board of Trustee September 13, 2023 Meeting

Fundraising and Donation & Resale Program revenue to-date for this new fiscal year is: \$99,426; 14.87% of total year budget goal.

The Foundation's annual audit year ending June 30, 2023 has begun, goal to complete by November and present to full board at the January 2024 meeting.

Community Relationship and Current Activities:

Foundation Board of Directors Governance Committee review and recommended new members:

- Ms. Denise Warren, Morehead City
- Mr. Jeremy Dickinson, Morehead City
- Ms. Wanda Bennett, Morehead City

Board Member terms that ended:

- Dr. Ken Eiler
- Mr. Stanley Harrell
- Mr. Will Rogers

Dr. Michael Gooden will serve as Board Chair for one more year.

New endowed scholarship was established: Karen Lasko Memorial Scholarship, first award, fall of 2023, the donor set aside additional funds to be awarded this year.

2022 EVENT HIGHLIGHTS

- The 16th Annual Spanish Mackerel & Dolphin Fishing Tournament was July 8th – July 15th. Weigh-ins were held at EJW Outdoors each day. The Captain's Social was brought back this year and featured a DJ, food, raffle and the captain's meeting. 51 boats and 230 anglers participated in the event. A new tier format was in place for the tournament and award prizes totaling approximately \$20,000 were distributed to winners at an Awards Party held on July 15th. A complete list of winners can be found online at www.carteret.edu/smt.
- The Foundation hosted the final Savour the Summer Soiree Dinner in August which sold out.



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FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
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UPCOMING EVENTS

60th Anniversary Diamond Bash

Friday, September 29th – Crystal Coast Civic Center

Celebrate 60 years of Carteret Community College at the Diamond Bash. The Bash will feature live music by Liquid Pleasure, food from Floyd's 1921, a cash bar, silent auction and raffle for a Black Diamond Necklace donated by Jewelsmith of Durham. Tickets are on sale the bash and tickets for the diamond necklace raffle. For more information or to purchase tickets, visit www.carteret.edu/bash.

28th Annual Carteret Community College Golf Tournament

Friday, October 13th – Crystal Coast Country Club

Registrations are open for the 28th Annual Golf Tournament until September 15th. This year's tournament features a 9:00am Shotgun Start and registration includes breakfast, lunch and a polo. Visit www.carteret.edu/golf to register and for more information.

Crystal Coast Wine Expo

Saturday, November 4th – Hospitality & Culinary Arts Center

Tickets are now on sale for the 1st Annual Crystal Coast Wine Expo. The new event will feature tastings from wine distributors and you can purchase your favorites to stock up your cellars or for Holiday gifts. There will be a maximum of 250 tickets sold with an exclusive VIP hour for only 50 people. There will be classes taught by experts that will be available for attendees for an additional cost. For more information and to buy tickets, visit www.carteret.edu/wine.

2024 Escoffier DinnerSeries

Tickets for the popular dinner series will go on sale Monday, October 2. Dates for the 2024 dinners are January 23, February 20, March 19, and April 16.

GRANTS

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



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

Grantor	Purpose	Amount			
		Requested	Pending	Awarded	Not Awarded
QPR GEER Funding Request	QPR Training	\$6,945		\$3,473	
SLCGP	Meraki Switches	\$100,000		\$100,000	
American Rescue Plan Act Arts Council of Carteret County	ZUZU African Dancers	\$5,000	\$5,000		
REPI	Continuing Ed	\$60,000	\$60,000		
Big Rock	Health Sciences Portable Control Station	\$51,599	\$51,599		
CCAMPIS	Childcare Funding	\$420,000	\$420,000		
Department of Energy WETO Offshore Wind Center of Excellence	Wind curriculum and training	\$167,000	\$167,000		
Golden LEAF Letter of Interest	Welding	\$200,000	\$200,000		

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TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

Attachment 10

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: August 31, 2023
SUBJECT: Board of Trustee September 2023 Meeting

Recruiting/Hiring*

Position	Replacing	Status
3 ADN Instructors 2@10-mths & 1@12-mths	Elizabeth Bell; two new	additional interviews 8/28; posting remains open
Executive Director, Business Operations	Donna Cumbie	Jeff Goduti DOH 8/8
Director, WIOA/Career Advisor	Merianne Grigoricuic	Interviews 9/8
Clinical Coordinator, EMS	New	Candidate declined offer; reposting
Coordinator, Adult HS/ESL	Re-fund old position	Interviews 9/6
Instructor, Radiography	New	On hold until spring
Administrative Assistant, CCED	Laurie Schultz	Interviews 8/22; pending referral to Dr. Mancini
Custodian	Kevin Coulston	Posting closed 8/28; review pending
C.N.A. Chair	New	Open until filled

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

Fiscal Year	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	5	22	28	26	17	27	5
Internal Transfer/Promo	0	7	6	7	7	1	6
Total Hires	5	29	34	33	24	28	11
Retirement	0	7	11	9	4	2	4
Resignation	4	13	13	9	12	14	5
Involuntary resignation	0	2	3	6	2	3	1
Total Terms	4	22	27	24	18	19	10

Employee Headcount and Turnover

July Headcount		August Turnover	FY24 YTD Turnover	Historical Turnover
F/T Perm Faculty	63	1.81%	2.42%	FY23: 13.11%
F/T Perm Staff	100			FY22: 16.36%
P/T Perm Faculty	2			FY21: 13.35%
P/T Perm Staff	1			FY20: 8.48%
Total Perm	166			FY19: 10.66%
Total Payroll	256			FY18: 6.49%



TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

Recent Employee Departures

Position	Name	Date
Custodian	Kevin Coulston	8/10
TRIO Office Manager	Vickie Brannon	8/31

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TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

Attachment 11

TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 09/05/2023
SUBJECT: Board of Trustee ___09/13/2023__ Meeting

Student Government Association Updates:

1. The SGA had a successful Back to Class Bash on the 21st of August. We served 85 employees and 166 students. We had cheeseburgers and hotdogs with snow cones as a treat. It was a great turn out.
2. The SGA is currently planning the Annual Fall Fest. This will be held on September 27th from 11am-1pm in the Civic Center. The culinary students will be providing the food for this event. We will have Laser Tag, bubble soccer and a photo booth.
3. The first Senate meeting of the Fall Semester will be September 13th at 4pm in the Bryant Student Center.
4. The SGA is currently designing the new student lounge/game room and we are currently deciding what games we want to add.
5. The SGA will attend the N4CSGA Division Meeting at Johnston Community College on September 16th.
6. The SGA added Dani Weiss as the Special Populations Chair and her position will help all special populations on our campus and make sure they know their voices are heard.

Student Life Updates:

7. I am in the process of planning the Trunk or Treat which will be in the McGee Parking lot on October 26th from 5:30-7:30pm.
8. We plan on having a float in the Morehead City Veterans Day Parade on November 4th at 11am.
9. We will have our annual Veterans Day Breakfast on November 8th in the Hospitality and Culinary Arts Center.

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TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

Attachment 12

TO: Carteret Community College Board of Trustees
FROM: Mr. Nathan Branson, FEC Chair
DATE: September 6, 2023
SUBJECT: Board of Trustees September 13, 2023, Meeting

Esteemed Members of the Board,

Here is what FEC has been discussing and working on since the academic year began:

- SEC and FEC have been in discussion on how to communicate clearly with one another. We've designated secretaries from each committee to communicate minutes with one another. The hope is that SEC and FEC can work together if there is any overlap in issues that need to be addressed.
- We are deciding on a FEC goal for our 2023-2024 at our September 8th meeting. We have 4-5 options at the moment.
- We are also planning to do a brainstorming session about a potential project to commemorate the 60th anniversary.
- FEC also wants to communicate clearly with the Foundation on how we can volunteer. Brenda Reash is coming to speak at our September 8th meeting.
- The faculty is looking forward to another excellent semester.

Thank you for all you do for our students and our institution,

Nate Branson

FEC Chair

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TO: All Members of the Board of Trustees
FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
SUBJECT: Board Meeting: **Wednesday, September 13, 2023, at 9:00 AM, Henry J. McGee Boardroom**

Attachment 13

TO: Carteret Community College Board of Trustees
FROM: Ed Ladenburger, SEC – Staff Executive Committee Chair
DATE: August 30, 2023
SUBJECT: 13 Sep 2023 - Board of Trustee Meeting

The Staff Executive Committee met on August 18th. Twenty staff members were in attendance.

The committee was reminded of content added to the SEC MS Teams site, that updated organizational charts are maintained in SharePoint by HR, that an olive branch was extended to the FEC committee - with an invitation to join hands in some project this academic year, and we welcomed Jeff Goduti, the new executive director of business operations.

Teresa Bigger's suggestion of purchasing "Kraken" promotional items as gifts for faculty during teacher appreciation week in Spring 2024, was reviewed and a motion to move forward to obtain costs and consider selection of one or two of the five linked Kraken themed items passed. Ed has requested the SEC budget code from Laurie Massey as well as any constraints or restrictions on those funds.

Ed and Scott are following up on the One Door Policy vision and metrics with the President's Cabinet and the group addressing strategic planning goal 1.2.

Following area reports from committee members, an open discussion continued to focus on improving processes -- including the flow of information ...

The next meeting of SEC: September 22, 2023 at 11:00 AM in Wayne West 322.

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