



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 11, 2024, at 9:00 a.m. Henry J. McGee Boardroom

AGENDA			
I.	*	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.		NEW TRUSTEE OATH OF OFFICE A. Mr. Mort Congleton	Chair Darden Clerk of Superior Court, Mr. Ken Raper
III.	*	APPROVAL OF AGENDA	Chair Darden
IV.	*	APPROVAL OF MINUTES (August 14, 2024, Attachment 1)	Chair Darden
V.		CHAIR REPORT	Chair Darden
VI.		NEW EMPLOYEES A. Mr. Ethan Lynk B. Mr. Nicholas McGee	Chair Darden Dr. Mancini
VII.		PRESENTATION A. Foundation	Chair Darden Ms. Brenda Reash
VIII.	*	COMMITTEE REPORTS A. Buildings & Grounds Committee 1. 3-1P Re future demolition of the Pottery and Security buildings B. Joint Buildings & Grounds and Finance Committee 1. Strategic Energy and Water Plan C. Finance Committee 1. Adopt baseline budget, which includes 3% raises (Attachment 2) 2. Consider Employee bonus 3. Consider Disaster Recovery Management Services Agreement D. Personnel, Policies and Bylaws	Trustee Bill Henderson Trustee Bill Henderson & Trustee Dee Meshaw Trustee Dee Meshaw Trustee Penny Hooper
IX.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports. (Attachments 3, 4, 5, 6, 7, 8, 9, 10, 11, 12) C. FEC Report	Chair Darden Trustee Mort Congleton Dr. Mancini Mr. Ryan Adrick
X.		BOARD COMMENTS	Chair Darden/Trustees
XI.	*	ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATE	EVENT	TIME	LOCATION
September 12, 2024	Sweet Carolina Honey Showcase	5:00 p.m.	Hospitality and Culinary Arts Center
September 14, 2024	Observe the Moon Night	7:15 p.m.	Bryant Student Center
September 17, 2024	Escoffier Dinner	5:30 p.m.	Hospitality and Culinary Arts Center
September 27, 2024	29 th Annual Carteret CC Golf Tournament, for more information, click here	8:00 a.m.	Crystal Coast Country Club, Pine Knoll Shores
September 28, 2024	American Heritage Car Show	10:00 a.m.	McGee Parking Lot



CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

August 14, 2024

I. CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 9:01 a.m. on August 14, 2024, at the Henry J. McGee Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mrs. Melodie Darden, Chair
Dr. Wrenn Johnson, Vice Chair
Mr. Doug Brady
Mr. Bill Henderson
Mrs. Penny Hooper (via Zoom)
Mr. Doug Starcke

Mrs. Rosa Langston
Mrs. Kelly Marek
Mr. Will Rogers
Mrs. Dee Meshaw

Trustees Absent

Mrs. Catherine Parker

Student Government Association Present

Ms. Jennifer Maldonado-Castro, 2024-2025 SGA President and 2024-2025 N4CSGA President

Administration Present

Dr. Tracy Mancini	President
Mr. Perry Harker	Vice President, Workforce Continuing Education
Mrs. Maggie Brown	Vice President, Instruction & Student Support
Mr. Scott Lane	Vice President, Finance and Administrative Services
Mrs. Cindi Goodwin	Senior Director, Operations and Facilities
Mrs. Amanda Bryant	Senior Director, Human Resources
Ms. Logan Okun	Senior Director, Marketing and Public Information
Mr. Richard Abell	Director, Security & Emergency Preparedness
Mrs. Brenda Reash	Executive Director, Foundation
Ms. Angela McMahon	Executive Assistant to the President



College Employees Present

Ms. Brandi McCullough	Grants Coordinator
Ms. Patricia Janssen	Finance & Administration Coordinator
Mr. Christopher Matthews	Director College and Career Readiness
Ms. Lori Vinskus	College and Career Readiness Assessment/Retention Specialist
Ms. Kristina Stewart-Horton	Chair, Surgical Technology
Ms. Kim Miller	Clinical Coordinator, Respiratory Therapy

Guests Present

Mrs. Mary Charles Jenkins	Out-going Trustee
Mr. Mort Congleton	Trustee-elect (via Zoom)
Mr. John Owens	Commander, American Legion Post 99
Mses. Naomi Chappell, Robyn Eiler & Sharon Barfield	Members, Beaufort Woman's Club
Ms. Cheryl Burke	Reporter, Carteret County News-Times

I. CALL TO ORDER

A. Ethics Reminder

Chair Melodie Darden called the meeting to order at 9:01 a.m. Chair Darden reminded members of the board of the ethical requirements for public servants and requested that members identify conflicts or potential conflicts of interest with respect to any item on the agenda. No board member expressed any potential or actual conflicts of interest.

II. RECOGNITION OF MRS. MARY CHARLES JENKINS

Chair Darden thanked Mrs. Mary Charles Jenkins for attending the meeting. Chair Darden said she personally couldn't begin to say what an asset Mrs. Jenkins had been to the College. She said that from the moment Mrs. Jenkins was appointed by Governor Cooper she became an active trustee, taking part in all facets of College life – classes, dinners, films, Foundation functions to name few. Chair Darden said Mrs. Jenkins was known to organize friend groups to join her at College events and she became a reliable volunteer for College functions. Chair Darden liked going to events with Mrs. Jenkins because they would have a good time and it was fun to work with her. Chair Darden said when she asked Mrs. Jenkins to chair the Personnel Policies & Bylaws committee, she had no idea she would tackle updating the bylaws and governing policies as professionally as she did. Chair Darden said Mrs. Jenkins went above and beyond in her duties. She said Mrs. Jenkins leaves that committee with updated bylaws and polices and a working schedule for the committee. She said Mrs. Jenkins has updated the presidential evaluation process and resurrected the Barwick Award, leaving the committee with a schedule and with ways to market the award. Chair Darden said that when Mrs. Jenkins gave reports they were always outstanding and complete. Chair Darden said she knows Mrs. Jenkins will continue to be a positive ambassador for the College and said she looks forward to volunteering at events with her.



Chair Darden read a commendation for Mrs. Jenkins, hereafter to be placed in these minutes. Chair Darden gave the commendation and a gift to Mrs. Jenkins and invited her to say a few words.

Mrs. Jenkins said it had been an honor and a privilege to serve for the last four years and to get to know the board members. She said she has never been in a group that has been so respectful of one another or has listened so carefully when someone else has something to say. Mrs. Jenkins said the group works hard towards the common goal of serving students and she had been proud to be a part of that.

III. RECOGNITION OF REAPPOINTMENT OF TRUSTEE DEE MESHAW AND TRUSTEE KELLY MAREK ACKNOWLEDGEMENT OF TRUSTEE-ELECT MORT CONGLETON

Chair Darden said she is happy to say Trustees Meshaw and Marek have been reappointed by two new appointing agencies. Mrs. Meshaw's name was submitted by Representative Celeste Cairns to the NC House of Representatives and Mrs. Marek by Representative Norman Sanderson to the NC Senate.

Chair Darden said the third new appointment is Mr. Mort Congleton who was appointed by the County Commissioners to a four-year term. Chair Darden said Mr. Congleton's qualifications are impressive. He is a past President of the Wake Tech Foundation and past Executive Vice President of Wake Tech. While at Wake Tech he implemented a program for foster care individuals now modeled across the state. He also assisted the President with three successful bond campaigns. Chair Darden said Mr. Congleton is a businessman; he served for three terms on the Raleigh City Council; and he was inducted into the Raleigh Hall of Fame for his work with United Cerebral Palsy, as a 20-year volunteer and State President. He is also a past Executive Director of the SPCA of Wake County and is very passionate about the mission of community colleges. He looks forward to working with the Carteret CC Board. Chair Darden welcomed Mr. Congleton, who will be inducted in September.

Mr. Congleton said he was looking forward to serving with his peers and helping Carteret CC just as he did Wake Tech CC. He said he is excited to be serving the community and helping to build the workforce.

Trustee Hooper said she has been asked to fill the shoes of Mrs. Jenkins as Chair of the Personnel, Policies & Bylaws committee. She said that will not be easy, but Mrs. Jenkins is kindly going to meet with her and pass on her handbook. Trustee Hooper said she was happy to have Mr. Congleton on board and happy he has agreed he will serve as the Foundation Liaison. She said his skill-set is superb for the role and she feels the Foundation will enjoy having his level of expertise.

IV. FOUNDATION CHECK PRESENTATION

- A. Mr. John Owens, Commander, American Legion Post 99, presented a scholarship check for \$2,500.00. Mr Owens said the mission of American Legion Post 99 is to improve the well-being of America's veterans, their families, the military, and the community, through a commitment to mutual support. The American Legion Post 99 funds scholarships at Carteret Community College that assist veteran students and their family members pursuing education in trades programs, captain licensing, or marine-related training. Since 2017, the American Legion Post 99 has provided over \$14,700 in support for Carteret CC students through the Foundation.



- B. Mses. Naomi Chappell, Robyn Eiler and Sharon Barfield of the Beaufort Woman's Club presented a scholarship check for \$2,000. With a legacy spanning over a century, the club has consistently made a positive impact on the community. Through its dedication to preservation, revitalization, education, and support for the economically disadvantaged, the Beaufort Woman's Club continues to play a vital role in fostering growth and well-being. The Beaufort Woman's Club Scholarship is awarded to students who meet the following criteria: maintaining a minimum 2.5 GPA, being a non-traditional student, a single parent, a resident of Carteret County, and enrolled at least half-time. Since 2019 this club has provided over \$14,000 in support for Carteret CC students through the Foundation.

V. NOMINATIONS

Chair Darden said in June the Nominations committee proposed the slate of officers for the current academic year. She said the bylaws state the vote should take place at the next meeting. Chair Darden invited Trustee Wrenn Johnson, Chair of the Nominations committee, to address the Board.

Trustee Johnson said the Nominations Committee brings a motion for approval of the slate of officers for the 2024-2025 Academic Year as Melodie Darden, Chair; Wrenn Johnson, Vice-Chair; Tracy Mancini, Secretary, with Angela McMahon serving as Assistant Secretary.

The motion passed unanimously by voice vote.

VI. APPROVAL OF AGENDA

Chair Darden presented the August 14, 2024, amended agenda for approval by the Board.

Trustee Will Rogers motioned to approve the August 14, 2024 amended agenda. Trustee Doug Starcke seconded the motion. The motion passed unanimously by voice vote.

VII. APPROVAL OF MINUTES

Chair Darden presented the June 12, 2024, minutes for approval by the Board.

Trustee Rosa Langston motioned to approve the June 12, 2024 minutes. Trustee Dee Marek seconded the motion. The motion passed unanimously by voice vote.

VIII. CHAIR REPORT

Chair Darden said she had volunteered at the Hospitality and Culinary Arts Center for the Celebration on the Sound. She said there was a very positive vibe and she had worked side-by-side with Foundation directors, staff and administration. She said the pre-planning for the event was evident. Chair Darden said there was no doubt in her mind that anyone attending the event came away with a positive image of the College. She said that from the moment she parked her car to the moment she left, everything at



the event was orderly, efficient and fun. Chair Darden commended all involved, especially the Foundation team.

Chair Darden said she had attended the memorial event for recently deceased faculty members Nate Branson and Phil Morris at the Bryant Center. Family, faculty, administration, and friends came together to share memories and stories. Chair Darden said she left that event respecting the solidarity of the campus community. She said coming together at a time of celebration and also at a time of tragedy reflects a healthy campus culture.

Chair Darden reminded trustees that registration for the fall NCACCT Leadership seminar is open, scheduled for September 11th to 13th at the Renaissance Downtown Asheville. She said trustee training is required for new and reappointed trustees and, if unable to attend in person, there will be a virtual training option. Chair Darden directed trustees to contact Ms. Angela McMahon if they had any questions.

Chair Darden thanked Trustee Henderson for attending the new trustee orientation for trustee-elect Mr. Mort Congleton with Dr. Mancini and herself. She said there is no better representative than Trustee Henderson who shares his 28 plus years of experience. Chair Darden said she had been excited to meet Mr. Congleton.

Chair Darden said she believes the start of a new academic year offers a time to reflect and make some changes. She said she wanted to thank trustees for electing her Chair for another year and invited trustees to come to her with any ideas or suggestions about board structure or anything they would like to discuss. She said one issue raised had been timely committee minutes and she was working to make that happen. Trustee team-building opportunities had been discussed and she asked all to look over and complete the survey included in the meeting handouts.

IX. NEW BUSINESS

A. 2024-2025 Committee Assignments

Chair Darden said she had made her committee assignments and Ms. McMahon would distribute the 2024-2025 committee lists after the meeting. Chair Darden advised the Board that the committee assignments were the same as last year with the following exceptions: Trustee-elect Congleton will join the Buildings & Grounds and Personnel, Policies & Bylaws committees; Trustee Marek will leave the Buildings & Grounds and Finance committees and join the Personnel, Policies & Bylaws, and Curriculum & Student Support committees; Trustee Hooper will chair the Personnel, Policies & Bylaws committee; Trustee Congleton will replace Trustee Hooper as the Foundation Liaison; and Trustee Marek will serve as the Strategic Plan Liaison. Chair Darden thanked everyone for agreeing to serve. Chair Darden reminded trustees that all are welcome to attend any committee meeting.

B. 2024-2025 Nominations Committee

Chair Darden said the Nominations committee members are elected at the Annual Meeting and typically the committee only holds one meeting a year. The committee's sole function is to propose the slate of



officers for the following year. She said one trustee must be elected to the committee from each appointing agency. As the appointing agencies have changed, there will be five trustees on the committee this year. She said, as the sole appointees from the respective entities, Kelly Marek will serve as the NC Senate representative and Dee Meshaw will serve as the NC House representative. She asked for nominations, one from each remaining appointing agency, being the Board of Education, the Board of Commissioners, and the Governor's Office.

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

Chair Darden nominated Trustee Rosa Langston from the Governor's Appointees and Trustee Langston accepted. Without further discussion, the motion was unanimously approved by voice vote.

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

Chair Darden confirmed the Nominations Committee for 2024-2025 as Trustees Henderson, Langston, Johnson, Marek and Meshaw.

C. Title IX

Chair Darden invited Dr. Mancini and Mrs. Amanda Bryant to talk about Title IX updates. Mrs. Bryant reminded trustees that Title IX policy changes reflecting federally mandated rules and regulations effective August 1, 2024, had been approved in the June, 12, 2024, Board of Trustees meeting. Mrs. Bryant said Carteret CC is now impacted by a Kansas court injunction that prohibits the College from adopting the new 2024 regulations. She said the System Office has issued guidance. Mrs Bryant said it would be necessary to revert back to 2020 rules and regulations, but she would like to request the Board uphold the grammatical changes and moving a section of narrative from the policy to the procedure document as approved in June. Mrs. Bryant shared the proposed policy revision with trustees as well as the statement on the Carteret CC website addressing the current Title IX status. Dr. Mancini thanked Mrs. Bryant, her staff, and Ms. Merianne Grigororiuc for their diligence in keeping up with Title IX requirements and training.

Chair Darden said she was requesting a three-part motion, to:

- **shift the procedural parts of the 2020 version of the College's Title IX Policy to procedures as approved in June 2024,**
- **make the highlighted grammatical changes also approved in June, and**
- **revert back to the language and procedures previously approved in 2020 to comply with the Department of Education's 2020 regulations, as advised by the System Office and in accordance with the current Court injunction against implementing the 2024 revised rules and regulations.**



Trustee Rogers made the motion. Trustee Henderson seconded the motion. The motion passed unanimously by voice vote.

VI. NEW EMPLOYEES

Dr. Mancini recognized Mr. Scott Lane for being promoted to VP of Finance and Administrative Services. Dr. Mancini said Mr. Lane came to the College in 2020 to work in the Finance Office. Dr. Mancini asked him to move to the Foundation where he did an amazing job as the Assistant Director, both in his hands-on role but also in building the current team. Dr. Mancini said she is delighted he is now in the VP of Finance and Administrative Services role.

Mr. Lane introduced Ms. Brandi McCullough, new Grants Coordinator. Mr. Lane said Ms. McCullough has worked at Pamlico Community College, Wake Tech, and Pitt Community College in various Grants and Institutional Effectiveness roles. He said she is a graduate of Carteret Community College. She received her bachelor's degree from UNCW and her master's from UNC Greensboro.

Mr. Lane introduced Ms. Patricia Janssen, new Finance and Administration Coordinator. Mr. Lane said Ms. Janssen has joined the College after working many years in the private sector in project and budget management, as well as a logistics team lead. He said Ms. Janssen grew up in the Netherlands, but has lived in Carteret County for 20 years. She has taken classes at the College in the BLET program and Firefighting 1 & 2, and is a volunteer firefighter for the Mill Creek Volunteer Fire Department

Mr. Harker said he was delighted to introduce three new employees. Mr. Harker introduced Mr. Christopher Matthews, Director of College and Career Readiness. Mr. Matthews said he spent 23 years in K12 public education before joining the College, as a teacher, coach and an administrator. Mr. Matthews said he was excited and honored to have this opportunity.

Mr. Harker introduced Ms. Lori Vinskus, College and Career Readiness Assessment and Retention Specialist. Ms. Vinskus said her family had a long history with the College and her grandfather was Mr. Wayne West. She said she has many years of experience in education in different roles and she is excited to be able to help those that are often under-served.

Mr. Harker introduced Ms. Kristina Stewart-Horton, Chair, Surgical Technology. Ms. Stewart-Horton said she worked at Coastal Carolina Community College for 20 years where she oversaw the SurgTech program and, while at Coastal CC, she was a PRN at Carteret Health Care. Ms. Stewart-Horton said a lot of her clinical experience was gained in Carteret County and when the opportunity came up at Carteret CC to start this program, she felt compelled to get involved, and is excited to now be partnering with the hospital.

Dr. Brown introduced Ms. Kim Miller as the new Clinical Coordinator, Respiratory Therapy. Ms. Miller said her family moved to Carteret County in 2005 and she has known Mr. David Roach, current Chair of Respiratory Therapy, for as long as she has been in the county. She added she had been a clinical instructor as an adjunct with the College for five years prior to taking on this full-time position.



XI. PRESENTATION

A. PERFORMANCE MEASURES

Mr. Jonathan Tyndall, Senior Director, Institutional Effectiveness, informed the board that the North Carolina Community College System designates seven performance measures as core indicators of student success. Mr. Jonathan Tyndall said his current report would serve as a high-level status report or broad overview, with a deeper analysis being available later in the year.

Mr. Tyndall said the first measure is *Basic Skills Student Progress*. This measure is based on students who participate for a certain period and whether they succeed in that same period, generally 12 hours of credit. Carteret CC's performance was classified as average and is consistent with last year.

The second measure is *Student Success Rate in College-Level English Courses*. Data is for students whose first semester in college was 2020. Mr. Tyndall said Carteret CC's performance was classified as below average, but above the baseline, as it was last year, though trending up. Mr. Tyndall said the denominator in this category includes all students whether they attempted the course or not. Mr. Tyndall said that, for students that attempted the course, the pass rate in English is 85%. For dually-enrolled students the pass rate was 94%.

Dr. Mancini said that, at a recent Presidents' meeting reviewing performance measures, a proposal was made to remove high school student data from all performance measures for the next three years. Many high school students don't attempt college-level English classes, and having their data in the denominator reduces a college's effectiveness rate.

The third measure is *Student Success Rate in College Level Math Courses*. Mr. Tyndall said Carteret CC's performance was classified as below average but above baseline. The overall success rate was 78% for those that attempted the course and for dually-enrolled students the success rate was 89%.

The fourth measure is *First Year Progression*. Mr. Tyndall said this was based on all credential-seeking students at the College in the fall of 2022. The College was classified as above average, and up a level from the "average" of the previous year.

The fifth measure is *Curriculum Student Completion*. Mr. Tyndall said this included all credential-seeking students enrolled in the fall of 2019. The College's performance in this criterion is slightly below that of the prior year. Mr. Tyndall said this was not altogether surprising as that cohort was at the start of the Covid pandemic.

The sixth measure is *Licensure and Certification Passing Rate*. Mr. Tyndall said preliminary analysis puts the College as performing at an average level, down from the excellence level in the prior reporting period. Mr. Tyndall intends to analyze this category further. Mr Tyndall said Radiography, Registered Nurse, and Fire Inspector Level 1 share top honors in all community colleges and Carteret CC has the highest stand-alone pass rate in Cosmetology.

The seventh and final measure is *College Transfer Performance*. Mr. Tyndall said in this measure, which looks at students who graduate with an associate's degree or earn 30 hours of college transfer credits in the 2021-2022 year, and were enrolled in a four-year institution in the fall of 2022. The College



measured the same as the prior period, in the average band. Looking at current data, the College rates 12% higher than two years ago.

XII. COMMITTEE REPORTS

A. Buildings & Grounds Committee

1. Review One Door renovations proposal

Chair Darden invited Trustee Henderson, Chair of the Buildings & Grounds committee, to update trustees on committee activity. Trustee Henderson said the committee met on August 7, 2024. Trustee Henderson said he appreciated Mr. Congleton joining the meeting and being active in the discussion. He said the committee reviewed the proposed designs for the McGee building renovations. Trustee Henderson said the proposed renovations have been under review for approximately two years. Trustee Henderson said Buildings & Grounds had reviewed the plans and were bringing to the board a motion to proceed with the preliminary plan and to invite bid documents. Trustee Henderson asked Dr. Mancini and Mrs. Goodwin to talk further about the proposed layout.

Dr. Mancini said all groups that serve as a student's first point of contact have been relocated into the McGee Building. Input has been solicited from all stakeholders in the proposed remodel. She said all interested parties have participated in the redesign process, to make the existing space more modern, friendly, collegiate, professional, and safer. Dr. Mancini said the current rendering prepared by Smith Sinnett is one that everyone has agreed on.

Mrs. Goodwin said the whole purpose of the renovation is to make it easier for incoming students. The new design follows the steps a student takes in the admissions process. The proposed new configuration puts Financial Aid closer to the Business Office which is a logical move. She said bathrooms will be updated to meet code, a home will be found for the safe, and there will be a designated, purpose-built janitor's closet. Consideration has also been given to how to undertake the work without moving everybody out. Mrs. Goodwin said work would start on the Business Office side of McGee as Phase One, the middle of the building will be Phase Two, and the west wing Phase Three. Trustees reviewed the rendering of the proposed remodel, 3D conceptual drawings of the interior and exterior elevations, and a visual of the construction phases. Discussion followed. Dr. Mancini said an exterior sign may be added for Joslyn Hall. Trustee Rogers commented that open office space can be very noisy and there is no available privacy. Mrs. Goodwin pointed out where individual, private offices would be located. Trustee Brady said he thought this renovation gives the College the opportunity to look at the Joslyn Hall entry area. Dr. Mancini said that space could be looked at more closely.

Dr. Mancini said she would like to initiate the bid process for phases one and two. Trustee Rogers asked if there was an estimated cost. Dr. Mancini confirmed the bid process would be per phase, and Mrs. Goodwin said phases one and two were anticipated to cost under the \$500,000 already approved for the first stages of the renovations in the current-year county capital budget.



Trustee Henderson said the Buildings & Grounds committee brings a motion to the full board that staff should proceed with the preliminary plan and bid solicitation process for the One-Door McGee Renovation. The motion passed unanimously by voice vote.

2. McGee HVAC Piping update.

Trustee Henderson said the committee received updates from Dr. Mancini and Mrs. Goodwin on the McGee piping project. Brady Trane Services from Morrisville will begin work on that project on or around September 1, 2024.

3. Annual Design Contract Renewal (OED)

Trustee Henderson said the College entered into an Open End Design agreement with Smith Sinnett Architects just over a year ago. He said the College has worked with Smith Sinnett on multiple projects including the Health Sciences Simulation Center, the Joslyn Hall renovation, the Public Safety Training Facility, and the One-Door planning and design process. The College has been happy with Smith Sinnett's performance. Mr. Henderson said, by virtue of a state-approved process, the College is permitted to execute a one-year renewal of the contract without going through the bid process.

Trustee Henderson said the College also has a contract with a local firm, Burnett Chalk Architecture, that will be up for renewal in the fall.

Trustee Henderson said with the annual renewal for the Smith Sinnett contract due and favorable reports on work accomplished, the Buildings & Grounds committee brings a motion to the full board to renew the Open-End Design agreement with Smith Sinnett for an additional year, through July 1, 2025. The motion passed unanimously by voice vote.

XI. OTHER REPORTS

A. Foundation Liaison

Ms. Reash distributed a 2024-2025 Board Expectation Pledge Form. She said in prior meetings, trustees had commented that it would be useful to know what did and what did not constitute a donation, and what donations had been made over a given period. She said this was a giving form, designed to help the Board of Trustees, the Foundation Board of Directors, and the Foundation. Ms. Reash said the Foundation Board of Directors has adopted the form. Ms. Reash invited any questions. Chair Darden commented that the form was very helpful.

B. President's and Executive Leadership Council Reports.

Dr. Mancini said that after all the bad weather, August 13 had been a very nice first day of fall classes. She said she had seen full classrooms and excited students and said College admissions teams had done a great job. Dr. Mancini said the College had also held a sad memorial event for faculty members Nate



Branson and Phil Morris, and the unexpected loss and filling the positions vacated by those losses would be hard. Dr. Mancini said she appreciated Chair Darden's presence at the memorial event.

Dr. Mancini said she had received a summary of summer camp activity from Mr. Jared Jones. There had been 19 camps, with seven different camp offerings, enjoyed by 190 campers, 160 of whom were unduplicated. Gross receipts were \$30,840. Campers were mostly sixth to eighth grade students. Topics included culinary, 3D printing and design, public safety and law enforcement, and career exploration. Preliminary surveys rated the camps 4.5 out of 5 stars. Ninety-five percent of parents said they would enroll students in the camps again and ninety-one percent said they would refer the camps to friends and family.

Dr. Mancini invited Dr. Brown and Mr. Harker to talk about enrollment. Dr. Brown said she would like to recognize not just the admissions staff but all employees on the enrollment push leading up to the start of the semester. She said last fall the unduplicated curriculum count was 1,517 with a 4,512-seat count, and this fall to date the unduplicated curriculum count was 1,593 with a 4,814-seat count. She said this represented a 6% growth in seat count. She said Career and College Promise (Dual Enrollment) was 424 unduplicated last fall and 409 this fall. Dr. Brown said outreach to area schools was ongoing but this was definitely an area of opportunity. Mr. Harker said WCE classes are ongoing throughout the year but fall numbers appear to be up.

Dr. Mancini said she attended the State Board of Community Colleges meeting last month and she had been very proud to see Ms. Maldonado-Castro sworn in as the N4CSGA President. Dr. Mancini said the State Board approved several high-cost start up program grants. The College was awarded \$500,000 for Dental Assisting I. Dr. Mancini said this would allow the College to hire a full-time director and to purchase equipment. She said the College will also receive \$400,000 to expand the Health Sciences Simulation Center. Dr. Mancini said the College has largely managed to complete the Center without using any State or County funds but has funded the project to date through grants. Dr. Mancini said a board tour of the Simulation Center will be scheduled soon.

Dr. Mancini said she had included a photo of the newly wrapped food trailer in her report. She said in the last four years the College has added two tractor-trailers, an ambulance, and a food trailer to its fleet.

Dr. Mancini thanked her team for their reports and all their hard work.

C. Student Government Association

Ms. Maldonado-Castro said Ms. Skylar Smith and herself currently serve on the SGA Executive Committee. She said there are many fall activities planned and Student Life Coordinator Mrs. Kristian Jenkins is involved in all aspects. Ms. Maldonado-Castro said she would like to focus on outreach and ensure students know what is happening at the College. She said the SGA is working with the Health Sciences department to make sure students know about and have access to available resources. She said they were also planning community outreach activities, including reaching out to high schools and home school groups, letting them know about the College and how they can get involved. Ms. Maldonado-Castro said multiple activities have been scheduled for Welcome Back Week, in the hope



that everyone has the opportunity to participate. She said Clubs & Grubs is scheduled for August 28, and Fall Fest is scheduled for September 25. Ms. Maldonado-Castro invited all to attend student events.

Ms. Logan Okun recognized Ms. Maldonado-Castro as having come on board as a part-time Digital Communications Coordinator in addition to her activities as a student and SGA President.

XIV. ANNUAL PUBLIC FORUM

Chair Darden said no applications had been received from community members to speak at the Annual Public Forum.

Chair Darden invited Board comments.

XV. BOARD COMMENTS

Trustee Henderson welcomed trustee-elect Mr. Congleton and said he looked forward to his participation. Trustee Henderson commended Mrs. Jenkins for her service. He said he had worked with many trustees on several different boards and Mrs. Jenkins was a very good trustee and gave the College a lot of hours.

Trustee Marek said she fully concurred with comments about Mrs. Jenkins. She said a lot of great things were happening at the College and the summer seemed to have been busy. She commented that she loved Ms. Maldonado-Castro's energy.

Trustee Langston said she was pleased with the Foundation's donation process. She also said she was impressed with College activities in the trades. Trustee Langston commended Mrs. Jenkins, saying one couldn't ask for a better person to work with, and that she was saddened that she would no longer be with the Board. She welcomed Mr. Congleton.

Trustee Starcke said it had been a great meeting. He said change is inevitable, especially to see progress, and it seemed there were a lot of good things in store.

Ms. Maldonado-Castro said, though she only has one more year at the College, she is looking forward to the new layout in the McGee building, especially having been a work study student in MAPS. She had first-hand experience of how confused a student could get moving from one admission destination to the next.

Trustee-elect Congleton said he was excited about meeting everyone and contributing, and thanked all for allowing him to be a part of the team.

Trustee Rogers said the year was off to a great start.

Trustee Meshaw said it had been a great meeting, she welcomed all and wished everyone a good semester.



Trustee Brady said Mrs. Jenkins will be missed and she is a fantastic person. He welcomed Mr. Congleton. Trustee Brady said there are a lot of great things happening and that is a testament to the great team, staff and President, and he congratulated all on the two new grant awards.

Trustee Johnson said it had been a great meeting. She said she serves on other boards and when fellow board members ask her what is happening at the College, they are amazed by what and how much is going on.

Chair Darden recognized Ms. Maldonado-Castro, saying it really was a big deal to be in the position she is in. Chair Darden said she thought the Foundation donation sheet was a great addition and she thought the meeting had been a good one.

XVI. ADJOURNMENT

There being no further business, Trustee Henderson motioned to adjourn at 10:52 a.m. Trustee Rogers seconded the motion. The motion passed unanimously by voice vote.

Submitted by:
Ms. Angela McMahon
Executive Assistant to the President
Assistant Secretary to the Board
August 21, 2024

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

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Summary of Budget Allocations
FY 2024-25**

812 Carteret CC						
Curriculum				1,463		
Continuing Education				348		
Basic Skills				117		
Total Budget FTE:				<u>1,928</u>		
Instruction:						
Curriculum:						
Base					\$	525,822
Tier 1A	304.0	FTE @	\$	5,215.16	\$	1,585,409
Tier 1B	345.0	FTE @	\$	4,613.41	\$	1,591,626
Tier 2	814.0	FTE @	\$	4,011.66	\$	3,265,491
Total					\$	6,968,348
Continuing Education:						
Base					\$	87,637
Tier 1A	14.0	FTE @	\$	5,215.16	\$	73,012
Tier 1B	53.0	FTE @	\$	4,613.41	\$	244,511
Tier 2	133.0	FTE @	\$	4,011.66	\$	533,551
Tier 3	148.0	FTE @	\$	2,539.38	\$	375,828
Total					\$	1,314,539
Basic Skills (State \$ Only)	117.0	FTE @	\$	2,539.38	\$	297,107
				State Performance-Based Allotment	\$	52,791
Total					\$	349,898
Total Instruction					\$	8,632,785
Institutional and Academic Support:						
Presidents' Salary and Benefits					\$	220,662
Base Allotment - First 750 FTE					\$	2,918,549
MCC Allotment					\$	-
Enrollment Allotment @	1,178	\$	1,974	per FTE above 750	\$	2,325,372
Total Institutional and Academic Support					\$	5,464,583
Performance-Based Funding (excluding Basic Skills PBF)					\$	130,651
Total Formula Allotment					\$	14,228,019
Categorical Allocations						
Career and Technical Education Allotment - Basic Grant (Federal)					\$	152,496
Child Care						34,566
Small Business Centers						174,451
Customized Training - Business & Industry Support						47,500
Equipment						459,123
Instructional Resources						30,143
Total Statewide Categorical Allocations					\$	898,279
Specific Program Categorical Allocations						
Marine Technology (Cape Fear CC)						-
Manufacturing Solutions Center (Catawba Valley CC)						-
Botanical Lab (Fayetteville TCC)						-
NC Military Business Center (Fayetteville TCC)						-
Center for Applied Textile Technology (Gaston College)						-
NC Research Campus (Rowan Cabarrus CC)						-
Truck Driver Training Program (Caldwell CC & TI)						-
Anspach Advanced Manufacturing School (Mayland CC)						-
Prison Education Program (Cleveland CC)						-
Viticulture and Enology (Surry CC)						-
Community College Equipment (James Sprunt CC)						-
NR - Career Academies for At-Risk Students (Cape Fear CC)						-
Total Specific Program Categorical Allocations					\$	-
Total Categorical Allocations					\$	898,279
<p>THIS ALLOCATION HAS BEEN POSTED TO INCREASE YOUR COLLEGE'S BUDGET AVAILABILITY</p> <p><i>Phillip D. Price</i></p>						
TOTAL Allocations:					\$	15,126,298



North Carolina Community College System
FY 2024-25
Categorical Allocations and Carryforward

812 Carteret Community College

ALLOCATION	AMOUNT
Equipment/Books/PBF Carryforward	\$152,016
High Cost Health Care Workforce Funds Start-up Carryforward (Surg Tech)	\$380,511
Construction Training, Building Careers Carryforward	\$30,167
Apprenticeship Expansion Carryforward	\$6,436
Rural College Broadband Access SFRF Carryforward	\$690
Underserved Student Outreach & Advising SFRF Carryforward	\$8,440
Faculty Recruitment and Retention	\$262,572
Nursing Faculty Salary Adjustment	\$66,299
High Cost Health Care Workforce Funds Expansion (Nursing)	\$400,000
High Cost Health Care Workforce Start-Up (Dental Assisting)	\$500,000
NC Career Coach	\$87,936
Short-term Workforce Development Program	\$9,251
Finish Line Grant	\$22,425
Title II Section 231, Adult Basic Education	\$193,430
Title II Section 225, Corrections Education	\$24,758

TOTAL \$ 2,144,931

TOTAL STATE ALLOCATION INCLUDING BASELINE FROM FRONT OF PAGE \$17,271,229

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: September 6, 2024
SUBJECT: Board of Trustees September 11, 2024, Meeting

The **image of the month** (right) depicts the excellent news that Carteret CC has again been named one of the top 10 community colleges in America by SmartAsset. Carteret CC was #4 in 2020; #3 in 2021; #2 in 2022; #239 (obviously an anomaly!) in 2023; and now #9 in 2024. The ranking is based on retention of students from first to second year, student:faculty ratio, and affordability; it affirms the strong efforts our faculty and staff make every day to serve and empower our students and coastal community. We are proud to remain a great value in education for the students of Carteret County

The **Health Sciences Simulation Center** on the second floor of Wayne West Building is open for business, with an expanded office suite for nursing program faculty, computer testing center, and multiple rooms with high-fidelity mannikins and equipment to simulate various emergency, critical care, and surgical settings. With the high-cost program expansion funds awarded by the System Office to Carteret CC last month, additional equipment for surgical technology is on order. We look forward to taking the trustees on a tour of the Center at the October meeting.

The College's new **Barbering** program will begin on October 16. There is a long waiting list for this highly anticipated program. Students will complete more than 1,500 hours of classroom and hands-on training. Many thanks to **VP Harker, Sharell Allen, Latesheca Johnson** for the time and effort they have devoted to starting this program.

Faculty and staff who started working at the College within the last year will begin their 12 hours of **Crucial Conversations** training this week. All permanent employees of the College are required to participate in the training, which offers tools for addressing issues where the stakes are high, different opinions exist, and people have strong emotions. Senior Human Resources Director and certified trainer, **Amanda Bryant**, conducts the training. By providing all employees with a common vocabulary and framework for engaging in difficult conversations, the College aims to increase communication,





transparency, clarity of expectations, and overall job satisfaction. We hold a “Crucial Conversations and Coffee” gathering bi-monthly for any employees interested in talking with the. Seven employees attended this week’s gathering, where we had robust conversations about student engagement on campus and streamlining processes.

There is a lot of great information about our fall activities and program achievements in the attached reports from the senior leadership team.

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TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 8/30/2024
SUBJECT: Workforce & Continuing Education September Board Report

Over the summer semester, College and Career Readiness had 21 students complete their high school credentials. These students completed either the Adult High School Diploma or High School Equivalency (GED) credential.

On August 19th and 20th, the College and Career Readiness (CCR) staff were visited by North Carolina Community College System CCR staff Sandra Thompson and Delonda Bonds. They provided excellent training and information for our staff.

We have approximately 56 students registered for the fall CNA classes. We are working closely with Carteret Healthcare to expand apprenticeships.

Our Life Enrichment Program is partnering with Morehead City Parks and Recreation to offer several classes, including dance and art. We are very excited about this collaboration and believe it will lead to wonderful opportunities in the Spring.

We are partnering with North Carolina One Water to host the Coastal Collection and Distribution Certification School the week of September 9- 13, 2024. 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 North Carolina State Employees Credit Union Foundation notified the college that it would receive \$15,000 to award thirty \$500 scholarships to 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 twelve students enrolled.

The Small Business Center submitted its 2023-2024 Annual Report with the following outcomes: provided counseling to 99 clients for 250 counseling hours, hosted 117 workshops/seminars with 1929 attendees, assisted with the startup of 18 businesses, and business clients reported 88 jobs created, and 64 jobs retained.

The College's Reentry Program, the Carteret County Reentry Council, the Town of Beaufort, and Trillium are hosting a Reentry Simulation at the Beaufort Hotel on September 10, 2024. This event will enhance



our understanding of the challenges those involved with the justice system encounter when released and returning to their communities.

The Reentry Coordinator has arranged a new outreach opportunity at the Integrated Care of Greater Hickory Women's Transition home in Davis, NC. The Reentry Program also received a donation from the Carteret Electrical Contractors' Association and used those funds to purchase CCATS vouchers that clients can use for transportation for school and employment.

The WIOA Team has assisted 60 students at Carteret Community College with tuition, textbooks, uniforms, transportation, and emergency aid so far this year. We have also participated in 10 outreach opportunities and have many more planned for the fall semester.

The Barber Board completed their inspection at the college on August 23, 2024. Our Barber program was approved and certified. The program is scheduled to start on Wednesday, October 16. The class requires the completion of 1528 contact hours. The maximum student enrollment will be 10. The barber instructor/manager will be Herman "PJ" Scott.

Through our partnership with NC A&T University's renewable energy program, we were tasked with developing a renewable energy program focusing on wind energy. We were assigned an NCSU Teacher Kenan Fellow, Savannah Brown, an eighth-grade science teacher in Onslow County. Ms. Brown's goal was to develop a middle school module based on what she learned from her immersion experience at Carteret CC. The class module she developed introduces the students to skills needed for careers in the renewable energy cluster with a focus on wind energy. Brown completed her industry immersion at Carteret CC and shared her learning experience during a statewide presentation. Reflecting on her experience, Brown shared, "I learned about careers that will be in high demand within the next four to six years, which is perfect timing for when my 8th graders will be entering the workforce."

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TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 09/04/24
SUBJECT: Board of Trustee 09/11/2024 Meeting

- We have now reported our Summer '24 FTE to the System Office. For 2024 CU summer, total FTE calculated is 180. The total FTE reported based on the ICR report is 182. We have reached out to the System Office to ask why there is a discrepancy. For comparison, our CU Summer 23 FTE was 169.2. Based on Summer '24 FTE of 180, that is a 6.38% increase, or on 182, it is a 7.565% increase. We are starting out with the first BFTE semester of the year as a CU growth goal met!
- Our Respiratory Therapy program was recognized by the Commission on Accreditation for Respiratory Care (CoARC) for Distinguished Registered Therapist Credentialing Success for achieving at least 90% RRT Credentialing success.
- Student Life, under the direction of our Student Life Coordinator, Kristian Jenkins, has a robust calendar of student engagement opportunities for fall. Along with the list below, Carteret CC will be participating in the Morehead City Veteran's Day and Christmas parades. There is also an end of semester party in the works for December.
 - Sept 16- Voter Registration and Constitution Week Kick Off
 - Sept 25- Fall Festival in the Civic Center 11am-2pm
 - Oct 23- Trunk or Treat in McGee Parking Lot 5:30pm-7:30pm
 - Nov 6- Veterans' Breakfast in HCAC 7:30am-9am
- The food truck has been active this semester with two lunch events so far! Culinary and Baking and Pastry students are planning the menus, pricing, cooking, and staffing the food truck which has been a great live project.
- Our Admissions team is already deep into fall outreach. The next large events focus on bringing high school and middle school students to our campus.
 - 9/12 – Day 2 CCP EXPO – Croatan – on campus
 - 9/17 – Day 3 CCP EXPO – WCHS – on campus
 - 9/20– Middle School Manufacturing Day – on campus
 - 9/27 – High School Manufacturing Day – on campus
 - 10/25 – Construction Trades Day – on campus
 - 11/15 – Middle School Farm to Table Day – on campus



- 11/22 – High School IT/Fine Arts Day – on campus

- In efforts to complete our SACS COC ongoing accreditation requirements, our Fifth Year Report and QEP Impact report are on track with lead writers working with their writing teams on their narratives. We will move into our proof-reading phase in the spring and should be submitting our report prior to the September 2025 deadline.

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TO: Carteret Community College Board of Trustees
FROM: Scott Lane, Vice President of Finance & Administrative Services
DATE: September 3, 2024
SUBJECT: Board of Trustee September 11, 2024 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-24	08/01/24	08/08/24	\$ 337,991.44	08/01/24	08/09/24	\$ 3,739,361.74	08/01/24	08/09/24	\$ 813,441.93	

Budget/Expenditure Update

- Received baseline state budget allocation, along with carryforwards from FY24 and categorical allocations. Total state allocation received is \$17,271,229. This includes funding announced in July; \$500,000 for High-Cost Health Care Workforce Start-Up (Dental Assisting Program) and \$400,000 for High-Cost Health Care Workforce Funds Expansion (Nursing Program). The baseline state budget allocation includes the 3% increase in salaries that was a part of the biennium budget.
- The table below is a snapshot of expenses for both state and county funds compared to last fiscal year

Fiscal Year	Appropriation	July Expenses	August Expenses
2025	State	\$ 1,202,764	\$ 1,179,753
	County	\$ 339,518	\$ 360,823
2024	State	\$ 1,094,059	\$ 1,131,249
	County	\$ 302,414	\$ 270,000

Emergency Preparedness and Security

- Meetings Attended
 - Staff Executive Committee
 - College Wide Employee Meeting
- Other
 - High School Equivalent Safety Orientation
 - Adult High School Orientation
 - Radiology Orientation
 - ACA Classes / Safety Orientation
 - Assist with landing of East Care Helicopter on campus for training with our Paramedic Program



- Held a successful Third Week Emergency Preparedness the week of August 26th. This included daily emails to faculty/staff and students that instructed what to do in the case of emergencies and gave tips/instructional videos on topics such as how to use a fire extinguisher. A test of our emergency communication system was completed along with the Regroup messaging system. Fire drills and shelter-in-place drills were conducted. The week wrapped up with a presentation in Joslyn Hall from the National Weather Service regarding Hurricane Preparedness and Safety.

Grants

Grants Management Office Report - Sept. 2024

Applications Submitted					
Funding Agency	Purpose	Amount Requested	Pending	Awarded	Not Awarded
USDA NIFA	Aquaculture and Horticulture	\$649,901	\$649,901		
Lowe's SkillsUSA	Welding	\$14,921			\$14,921
NC Community College High-Cost Workforce Program Start-Up Funds	Surgical Technology Program	\$449,840		\$449,840	
Cannon Foundation	Health Science Simulation Lab	\$142,916		\$142,916	
NCDIT Digital Champion Grant	laptops at offsite locations and technology for CCC	\$398,792	\$398,792		
High-Cost Workforce Program Expansion Funds	Health Science Simulation Lab	\$399,071			\$399,071
NCSLGCP	Cybersecurity	\$153,157	\$153,157		
Dollar General Foundation	Computers for HRD for Spanish-speaking students	\$9,874			\$9,874
Bbraun	IV Infusion Pump	\$6,000	\$6,000		
Beaufort Ole Town Rotary	Fire academy	\$2,000		\$2,000	
NC Sea Grant	Shellfish Academy	\$33,872		\$33,872	
High-Cost Workforce Program Expansion Funds	Health Science Simulation Lab	\$400,000		\$400,000	
High-Cost Workforce Program Expansion Funds	Dental Assisting 1	\$500,000		\$500,000	
Department of Education Student Support Services Grant	TRiO Program	\$1,532,570	\$1,532,570		
Duke Energy Disaster Assistance	Tiger Dam	\$24,797	\$24,797		
Blue Cross Blue Shield Foundation	Mental Health	\$420,155	\$420,155		
Totals		\$5,137,866	\$3,185,372	\$1,528,628	\$423,866
<i>*Major* recognition to Kristi Mroch for writing and/or coordinating each of the grant submissions listed above.</i>					

Current Funding Priorities	
"One Door" - McGee Renovation Workforce Center for Construction & Transportation Trades	<i>This list is not all-encompassing, however, these projects are the primary ones for which funding prospects are being pursued.</i>

Grants' Office Primary Goal
<i>Systematically & aggressively research prospects & secure funding for prioritized projects @ Carteret CC</i>

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TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Director, Operations and Facilities
DATE: August 29, 2024
SUBJECT: Board of Trustee Meeting September 11, 2024, Facility and Operations Updates

- Wayne West Health Science Simulation Center Phase III : Construction began June 4th to renovate the office wing of Wayne West second floor and was completed on August 24th. Nursing Faculty have begun to move in and enjoy their new offices.
- Wayne West HVAC (West Side) Renovation has been completed.
- New classroom wayfinding signage began installation the middle of June and is now fully installed. These new signs incorporate our LOGO and branding colors and now match the Hospitality and Culinary Arts Center. Our plan is to systematically update the building wayfinding signage throughout campus to assist students directionally and indicate all ADA and Emergency information.
- Workforce Center for Construction Trades and Transportation Technology: The re-zoning and re-combination of property is underway to allow us to build on the site. The request to State Construction to use the Design Build method was approved and the RFQ advertisement was posted on August 16th. We simultaneously will start the removal process for the Pottery Building and the Security Building in order to make way for the new construction.
- One-Door: Phase I of the project was to handle internally a few small office and storage room changes – which are almost complete. Smith Sinnett Architects are currently preparing plans and specifications to allow us to bid Phase II of the project. This work is being completed under the Open-End Design contract. Meetings with the Carteret CC IT Department to begin the plan design for new CAT 6 fiber optic cables has begun and infrastructure plans will be forthcoming.
- McGee Piping Renovation: Purchase Orders have been issued to Brady Services and several site visits have been completed in order to stay on schedule for a September start date.
- Renovations to provide infrastructure for the Barbering and Surgical Tech programs are underway and much needed updates to the restrooms in the Human Resources building are almost complete.
- Custodial Team has successfully stripped and waxed many floors and hallways throughout campus in order to be ready for our new student body arrival.
- The O&F Team assisted with the development of a Campus wide Energy and Water plan, and has created a conservation committee which involve many members of both Faculty, Staff and Students.



- The O&F Team has created and will begin implementing a Workplace Safety Program in September. Offering different work-related trainings to Faculty and Staff each month and offering hands-on training opportunities as well. We hope to better prepare and keep safe, our campus community.

Thank you,

Cindi Goodwin

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TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: August 29, 2024
SUBJECT: Board of Trustee September 11, 2024, Meeting Date

Fundraising and Donation & Resale Program Revenue:

As of the current date, the fundraising and Donation & Resale Program revenue for the current fiscal year amounts to \$99,200.18. This figure represents approximately 13.29% of the total year budget goal.

Endowment Funding:

Current endowment funding growth is \$1,770.15. A community group is working to endow a new scholarship in memory of Suellen Leonard.

Annual Fund Board and Employee Participation:

Campus Week of Giving: Scheduled for September 9 – 13, 2024, the Campus Week of Giving presents a concentrated effort to engage employees and foster a culture of philanthropy within the College. A new site for employees has been created: [Campus Week of Giving - Carteret Community College](#)

Board Giving and Pledge Requests: At the August meeting, board giving and pledge requests for the new fiscal year were distributed at the August meeting. This ensures timely engagement and commitment from board members towards financial support.

The participation levels of key stakeholders in the Annual Fund for the current fiscal year 2024-2025 are:

Board of Trustees: 2 out of 12 members have contributed, representing a participation rate of 17%.

Board of Directors: 8 out of 14 members have contributed, indicating a participation rate of 57%.

Community Relationships and Current Activities:

This section outlines the key activities and engagements of the Executive Director and staff members, demonstrating their commitment to organizational initiatives and community partnerships.

1. Foundation Development Committee: The Development Committee met, led by Charlotte Post, Committee Chair. The committee is reviewing last fiscal year events, success, potential changes, and planning for the new upcoming year. The updated sponsorship information will be ready in October.
2. Foundation Governance Committee: The Governance Committee, led by the Denise Warren, Committee Chair has finalized updates to all Foundation policies.
3. The Foundation Team participated in the August Employee meeting; all employees were provided a junior size portfolio for the upcoming academic year.
4. The transition to the new donor software is complete. Foundation staff had their first training last week.



5. The Foundation is now posting Foundation News through the new website: [Newsroom - Carteret Community College](#)
6. The Foundation Board of Directors will hold their annual retreat on Friday, September 6th

UPCOMING EVENTS/OPPORTUNITIES TO BE WITH DONORS

Carteret Community College Golf Tournament is scheduled for Friday, September 27, 2024. We need your help with:

- Hole Sponsors – 3 will complete the goal of 18
- Golf Teams - are full!

The Crystal Coast Wine Expo is set for November 7-9, 2024. This three-day event will feature:

- Thursday, November 7th: Donut and Wine Pairing with Hang 10 Donuts and Empire Wine.
- Friday, November 8th: A Table in Tuscany Wine Pairing Dinner with Chef Genevieve Guthrie, Executive Chef of Coral Bay, and Melissa Spain, Legacy & Worth Wines of Distinction.
- Saturday, November 9th: Grand Tasting with 8 wine distributors represented.
- Saturday, November 9th: Wine Academy Classes with Sommeliers Jason Eure and Brett Chappell.
 - Four Hip Wines You Need to be Drinking Now, Brett Chappell
 - Pinot Noir Perfection, Jason Eure

Presenting sponsors, dinner sponsorships and wine academy sponsorships are available, sponsors will receive tickets to each event. Link for tickets: [Fundraising Events - Carteret Community College](#)

Program Specific Events supported by Foundation:

Sweet Carolina Honey Showcase – September 12th. Tickets are available: [Sweet Carolina Honey Showcase 2024 \(ticketspice.com\)](#) This event supports the NC State Apiary Research Professor Endowment and Carteret CC Culinary & Baking & Pastry Arts.

Escoffier Dinners – are scheduled for September 17th (close to selling out), December 6th, January 28th, and February 25th. Tickets will be available for purchase soon. The dinners support the Hospitality & Culinary Arts Programs, and provides funding to send the Goellner Exchange Students to France each fall.

American Heritage Car Show is scheduled for Saturday, September 28th. This event will support the Automotive Technology Program. Folks can enter their cars, trucks and jeeps for a chance to win one of 16 prizes. Link to register: [American Heritage Car Show – Carteret CC](#)

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TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: September 3, 2024
SUBJECT: Board of Trustee September 2024 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Instructor, Dental Assisting I PPT	New	1 candidate pending VP review
Lead Instructor, Welding	Steve Martin	Second Interviews 8/30
Finance & Administration Coord	Re-org (Laurie Massey)	Patricia Janssen DOH 8/14/24
Esthetics Tech Instructor	Teresa Kreman	Posted 7/18; still seeking qualified candidates
Instructor, Diesel (10-months)	Billy Hurley	Hold; pending needs assessment
Chair, Nursing	Camella Marcom	Posted, with interview pending committee availability
Instructor, EMS	Louis Giambertone	Posted 8/12
Assistant Registrar	Brooklyn Rawlins	Posted 8/21
Director, Public Safety	Kevin White	Awaiting signed PRF
Senior Director, IT	John Green	

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

Fiscal Year	FY2025	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	6	28	22	28	26	17	27	5
Internal Transfer/Promo	0	7	7	6	7	7	1	6
Total Hires	6	35	29	34	33	24	28	11
Retirement	1	9	7	11	9	4	2	4
Resignation	2	11	13	13	9	12	14	5
Involuntary resignation	0	3	2	3	6	2	3	1
Total Terms	3	23	22	27	24	18	19	10

Employee Headcount and Turnover

August Headcount		August Turnover	FY25 YTD Turnover	Historical Turnover
F/T Perm Faculty	67	1.17%	1.79%	FY24: 13.71%
F/T Perm Staff	102			FY23: 13.11%
P/T Perm Faculty	1			FY22: 16.36%
P/T Perm Staff	1			FY21: 13.35%
Total Perm	171			FY20: 8.48%
Total Payroll	257		FY19: 10.66%	



Recent Employee Departures

Position	Name	Date
Instructor, EMS	Louis Giambertone	8/12
Assistant Registrar	Brooklyn Rawlins	8/16

Other:

- 1) Crucial Conversations training launched for new hires in the last year (9/6).
- 2) Preparing Title IX Investigation skills training for resolution team. Set to conducted later in September.
- 3) Preparing for fall open enrollment with the State Health Plan TPA transition.

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TO: Carteret Community College Board of Trustees
FROM: Mr. Ryan Adrick, FEC Chair
DATE: September 4, 2024
SUBJECT: Board of Trustees September 8, 2024, Meeting

- Introduction to BOT- Introduction of Ryan Adrick, lead Instructor Photographic Technology
- Acknowledgment of Professor Branson and Professor Morris – Memorial efforts
- Acknowledgment of the changes made after last year’s survey – Well received
- No August FEC meeting- Too close to the beginning of the school year to allow for a productive FEC meeting
- All FEC meetings for the 2024-2025 academic year have been scheduled and sent to all Faculty members and Part-Time Faculty
- Our first meeting will be held September 13, 2024

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

Ryan Adrick

FEC Chair

TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 9/3/2024
SUBJECT: Board of Trustee 9/11/2024 Meeting

- During the first week of classes, the SGA held our welcome week activities, which included Monday's "Scoopin' for Success," an ice cream social. Tuesday's "Pizza, Planners, and Pens" was a pizza lunch with daily and weekly planners, notebooks, pens, and student stickers. We had "Have a Poppin' Semester" with Popsicles and popcorn on Thursday. We finished the week off on Friday with a fruitful finish with fruit-themed snacks and fresh fruit.
- The Student Government Association is excited to announce a series of "Make & Take" events this Fall semester as part of our Wellness Wednesday initiative. These events promote wellness and creativity among students, providing a fun and relaxing break from academic routines. On select Wednesdays throughout the semester, students can create unique crafts, enjoy refreshments, and connect with fellow students. Best of all, these events are free and open to ALL Carteret CC students.
 - On August 21st, we had our first make-and-take event. The "Education Water Station" featured water bottles, different water, inclusions, and stickers. They could bring their water bottles and decorate them or buy a Tumbler from the SGA for a dollar. We sold over 40 tumblers and had even more students show up.
 - September 11th - This make & take "Charms & Chains Crafts." Students are invited to come and make keychains, bracelets, etc.
- On August 28th, we had our clubs and grub event, where clubs set up tables, and all students were encouraged to come out and browse the different clubs and organizations on campus. We had a fiesta bar with food from Nachos restaurant in Atlantic Beach. The event was a big hit; we even ran out of food 20 minutes before the event ended.
- The SGA finally has a board of six members. Jennifer Maldonado-Castro is our current president, Gracie Tuttle is our vice president, Skylar Smith is our information officer, Marley Ward is our secretary, Justin Jones is a community outreach and relations chair, and Isaiah Barrientes is our special populations chair.
- We are hosting a voter registration and constitution week event with the League of Women Voters in Carteret County from September 16th - September 19th. We will have tables in the Wayne West and Bryant Student Center. We will host lunch and learns every day from 11:30am to 12pm. We have a goal to try to register 150 individuals. This week of registration is open to the public as well. We will have the Board of Elections in the Bryant Student Center on Tuesday, the 17th, printing free voter IDs for anyone registered to vote and who needs an ID.



- Our annual fall fest is September 25th from 11 AM to 1 PM in the Civic Center. We will have food provided by the culinary students and desserts for our cakewalk made by the baking and pastry students. This fall fest is a carnival theme with a popcorn bar, snow, cones, and more. The SGA invites the board of trustees to come out and enjoy the fun!
- Carteret Community College is hosting this year's N4CSGA Fall Eastern Division Meeting on September 21st from 9am – 2pm. This meeting is a chance for all Eastern Division Community Colleges in NC to come together for Leadership training and workshops.

Upcoming SGA/Student Life Events:

- Trunk or Treat – October 29th, 5:30pm-7:30pm – McGee Parking Lot
- Veterans Day Breakfast – November 5th, 7:30am-9am – Hospitality and Culinary Arts Center

TO: Carteret Community College Board of Trustees
FROM: Jennifer Maldonado-Castro
DATE: 9/5/2024
SUBJECT: Board of Trustee 9/11/2024 Meeting

- Since our last meeting, SGA has been working diligently towards our two main focuses. Toward the efforts of first focus, increasing awareness of campus resources, the SGA has hosted 6 events within the last month.
 - Four of those six occurred during our “Welcome Back Week”. My advisor Kristian estimates we had roughly 125 participants each day on our first two days. Our last two days were less busy but we still had plenty of students come by and pick up flyers for upcoming events and resources such as WIOA and contact information for various coordinators, chairs, and directors on campus.
 - We hosted our first “Make & Take” which is one of our new Wellness Wednesday events. Students eagerly created fun drinks with flavor packets and syrup and decorated their water bottles as they enjoyed a mental health break.
 - The sixth event was our Clubs & Grubs event. Students walked around to meet all the incredible clubs, student service programs, and work-study opportunities on campus. At this event we began our “Student Input Station”. This helps the SGA and Carteret CC get live and in-the-moment feedback on their opinions to help us shape future events.
- Toward the efforts of our second focus, community outreach, we have three events coming up.
 - We are proud to work with the League of Women Voters in Carteret County for a week-long registration and constitution event. We will have tables in Wayne West and Bryant Student Center that are open to the community to get registered and print free voter IDs. Additionally, Carol Geer is providing daily Lunch and Learn workshops for students and will provide interactive presentations for attendees followed by a light lunch.
 - The Phi Theta Kappa students and Respiratory Club are hosting the annual Club Yard Sale. This event is open to the public and will give people a wonderful reason to enjoy our beautiful campus and meet our students and the wide range of programs our involved in.



- SGA is hosting the N4CSGA Fall Eastern Division Meeting on September 21st. We will be hosting community college students from across the Eastern part of our state to attend personal development training and workshops on civic engagement, legislation updates, and leadership. N4CSGA is the comprehensive community college SGA for the state of North Carolina and will reflect greatly to our community that while our campus is on the smaller side, our students are leaders for the state at large.

- At the last meeting, I reported that the SGA Board was down to two students. Myself and Skylar Smith who is the Public Information Officer. Through our campus events, we were able to recruit four additional board members. Gracie Tuttle is our new Vice President. Marley Ward is our secretary. Justin Jones is our Community Outreach Chair. Isaiah Barrientes is our Special Populations Chair.

- Our annual fall fest is September 25th from 11 AM to 1 PM in the Civic Center. Our culinary students are doing an Asian inspired menu and will run the Kraken Eats food truck as a second dining option with various delicious eggrolls options. Baking and pastry students will make the desserts for our cakewalk.

The SGA invites the board of trustees to come out and enjoy the Carnival Theme and win some prizes at our carnival games, enjoy the popcorn bar and maybe get a temporary tattoo.

Upcoming SGA/Student Life Events:

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