



3505 Arendell Street, Morehead City, NC 28557 ♦ (252) 222-6000 ♦ www.carteret.edu

**TO:** All Members of the Board of Trustees  
**FROM:** Chair Melodie Darden, Chair  
 Dr. Tracy Mancini, President  
**SUBJECT:** Board Meeting – **Tuesday, August 11, 2020 at 5:00 p.m., Joslyn Hall, McGee Building**

## AGENDA

- |              |  |   |
|--------------|--|---|
| <b>I.</b>    | <b>CALL TO ORDER</b>   | Chair Melodie Darden                      |
|              | A. Ethics Statement  |   |
|              | B. Oath of Office  | Ms. Logan Okun                            |
|              | 1. Mr. Robin Comer (Reappointment; Board of Education)                                     |   |
|              | 2. Ms. Dee Meshaw (New Appointment; Board of Commissioners)                                | Ms. Brenda Reash                          |
|              | C. Foundation Check Presentation   | Chair Melodie Darden                      |
|              | D. Plaque Presentation   |   |
| <b>II.</b>   | <b>* APPROVAL OF AGENDA</b>  | Chair Melodie Darden                      |
| <b>III.</b>  | <b>* APPROVAL OF MINUTES</b> ( <a href="#">June 9, 2020; Attachment 1</a> )                | Chair Melodie Darden                      |
| <b>IV.</b>   | <b>OPENING REMARKS AND ACKNOWLEDGMENTS</b>   | Chair Melodie Darden                      |
| <b>V.</b>    | <b>NEW BUSINESS</b>  | Chair Melodie Darden                      |
|              | A. EMSI Labor Study Presentation (15 minutes)  | Dr. Tracy Mancini /<br>Ms. Maria Carrillo |
|              | 1. Fact Sheet (Handout)  |   |
|              | 2. Executive Summary (Handout)   |   |
|              | B. Free Speech and Public Assembly Policy - First Reading ( <a href="#">Attachment 2</a> ) | Chair Melodie Darden                      |
| <b>VI.</b>   | <b>COLLEGE REPORTS</b>   | Chair Melodie Darden                      |
|              | A. President ( <a href="#">Attachment 3</a> )  | Dr. Tracy Mancini                         |
|              | B. Corporate and Community Education ( <a href="#">Attachment 4</a> )                      | Mr. Perry Harker                          |
|              | C. Finance & Administrative Services ( <a href="#">Attachment 5</a> )                      | Mr. Steve Davis                           |
|              | D. Foundation ( <a href="#">Attachment 6</a> )   | Ms. Brenda Reash                          |
|              | E. Instruction and Student Support ( <a href="#">Attachment 7</a> )                        | Dr. Maggie Brown                          |
|              | F. Marketing and Public Information ( <a href="#">Attachment 8</a> )                       | Ms. Logan Okun                            |
|              | G. Operations and Facilities ( <a href="#">Attachment 9</a> )                              | Mr. Steve Sparks                          |
| <b>VII.</b>  | <b>COMMITTEE REPORTS</b>   | Chair Melodie Darden                      |
|              | <b>* A. Curriculum Committee</b>   | Mrs. Rosa Langston                        |
|              | 1. <b>2021-2020 Academic Calendar</b> ( <a href="#">Attachment 10</a> )                    |   |
|              | 2. <b>2022-2023 Academic Calendars</b> ( <a href="#">Attachment 11</a> )                   |   |
|              | B. Executive Committee ( <a href="#">July 20, 2020 Minutes, Attachment 12</a> )            | Mrs. June Fulcher                         |
|              | 1. Board Self-Assessment Review  |   |
| <b>VIII.</b> | <b>OLD BUSINESS</b>  | Chair Melodie Darden                      |
| <b>IX.</b>   | <b>ADJOURNMENT</b>   | Chair Melodie Darden                      |

## DATES TO REMEMBER

Date	Event	Time	Location / Misc
August 10, 2020	College Welcome Back	1:00 p.m.-2:30 p.m.	Zoom
August 17, 2020	Fall Semester Begins		

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

\* Denotes Action Item



**BOARD OF TRUSTEES  
MINUTES OF MEETING  
JUNE 9, 2020**

**CALL TO ORDER**

Following proper public notification, Chair Michael Curtis called the Carteret Community College Board of Trustees meeting to order at 5:00 p.m. on June 9, 2020, via Zoom, Carteret Community College, Morehead City, North Carolina. The following were present:

**Trustees Present**

Mr. Michael Curtis, Chair (Zoom)  
Mrs. Carolyn Brady (Zoom)  
Mrs. Melodie Darden, Vice Chair (Zoom)  
Mrs. June Fulcher (Zoom)

Mr. Bill Henderson (Zoom)  
Mrs. Rosa Langston (Zoom)  
Mr. John Warrington (Zoom)  
Dr. Matt Zettl (Zoom)

**Trustees Absent**

Mr. Chris Chadwick (Excused)  
Mr. Robin Comer (Excused)  
Mrs. Catherine Parker  
Mr. Ed Wheatly (Excused)

**Administration Present**

Dr. Tracy Mancini	President (Zoom)
Dr. James Blalock	Associate Vice President of Institutional Research and Technology (Zoom)
Ms. Jo Ann Cannon	Executive Director of the President's Office / Assistant Secretary to the Board of Trustees (Zoom)
Mr. Steve Davis	Vice President of Finance and Administrative Services (Zoom)
Mr. Perry Harker	Vice President of Corporate and Community Education (Zoom)
Ms. Brenda Reash	Executive Director of Foundation (Zoom)

**Guests**

Mrs. Cheryl Burke                      Reporter for Carteret News-Times (Zoom)

**ETHICS REMINDER**

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

**APPROVAL OF THE AGENDA**

Chair Michael Curtis presented the June 9, 2020 Agenda for approval by the Board.

**Mrs. Melodie Darden made a motion to approve the June 9, 2020 Agenda as presented. Mrs. June Fulcher seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

## **APPROVAL OF THE MINUTES**

Chair Michael Curtis presented the May 12, 2020 Board Meeting minutes for approval by the Board.

**Dr. Matt Zetl made a motion to approve the May 12, 2020 minutes as presented. Mrs. June Fulcher seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

## **NEW BUSINESS**

### **CLOSED SESSION – PURSUANT TO N.C. GEN STAT §143-318.11(A)(2)(3)**

**Mrs. Melodie Darden made a motion to move into Closed Session pursuant to N.C. Gen Stat §143-318.11(a)(2)(3). Mrs. Rosa Langston seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

The Board, Dr. Tracy Mancini, Ms. Jo Ann Cannon, and Mr. Derek Taylor, College attorney, entered closed session at 5:15 p.m.

Discussion ensued regarding the following:

- A. 2020 Joseph T. Barwick Award and**
- B. Budget Management Order**

**Dr. Matt Zetl made a motion to move out of Closed Session. Mr. Bill Henderson seconded the motion. Without further discussion, the Board came out of Closed Session at 5:40 p.m.**

### **ACTION TAKEN FROM CLOSED SESSION**

**Dr. Matt Zetl made a motion to accept the Big Rock Blue Marlin Tournament as the recipient of the 2019-2020 Joseph T. Barwick Award. Mrs. Melodie Darden seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

Chair Curtis said this award is usually given to the recipient at the College's Annual Awards Ceremony. However, this year Dr. Mancini will present the award at the Big Rock Tournament on Sunday, June 14, 2020.

Chair Curtis will contact Dr. Joseph Barwick to see if he would like to attend the presentation.

No other action was taken from the Closed Session.

### **C. Discuss Cancelling the July Meeting**

Chair Curtis asked the Board if they felt a meeting was needed in July. The Board agreed that a meeting was not necessary.

**Mr. Bill Henderson made a motion to cancel the July 14, 2020 Board meeting. Mr. John Warrington seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

## **OPENING REMARKS AND ACKNOWLEDGMENTS**

Chair Curtis asked for a moment of silence for George Floyd, the 46-year-old black man who was killed in Minnesota during an arrest for allegedly using a counterfeit bill. Chair Curtis also called for a moment of silence for Carteret County Commissioner Jonathan Robinson, who passed away on May 28, 2020.

Chair Curtis thanked the Board members for helping with the hiring of Dr. Tracy Mancini as the sixth president of Carteret Community College. He individually thanked each trustee for working with him while he has served as the chair. Chair Curtis also thanked administration.

The Board members thanked Chair Curtis for his leadership and service as chair.

## **COLLEGE REPORTS**

### **President Report**

Dr. Tracy Mancini reported the following:

- She thanked Chair Curtis for his leadership and for introducing her at the County Commissioners meeting.
- She acknowledged the Executive Leadership Council (Mr. Steve Davis, Mr. Steve Sparks, Mr. Perry Harker, Dr. James Blalock, Ms. Brenda Reash, and Ms. Jo Ann Cannon) for helping her make a smooth transition to President.
- Since the last Board meeting in May, the College started the Summer Semester on May 26. The College has put a number of COVID-19 precautions in place that are making the semester safer for faculty, staff, and students.
- She held a Zoom meeting on June 8 for all faculty and staff and over 100 employees attended that meeting. Planning for graduation, budget, and means of communication going forward were some topics that were discussed. Each month, after the Board of Trustees meeting, a brief summary of any actions taken with the approved minutes of the previous meeting attached will be emailed to faculty and staff.
- She shared with the Board members the 2017-2020 Summary of the Strategic Plan. The Executive Leadership Council has reviewed the plan and agreed to begin to develop a new plan in 2021.
- The EdNC Report included a survey which was distributed to all North Carolina community college students. Over 10,000 responses were submitted; 8700 of those responses were complete; 121 Carteret Community College students responded to the survey. The survey included COVID-19 questions for student response. Dr. Mancini will review the raw data for CCC's student responses and prepare a report for the Board.
- Enrollment update: on the first day of summer semester, 1,114 seats were filled which is a seven percent decrease from last summer. Unduplicated headcount was 575 which is a decrease of two percent from last summer. Our estimated FTE is 133.586 which is an increase of .78 percent from last summer. This increase means students are taking classes that have more contact hours.

### **Corporate and Community Education**

Mr. Perry Harker reported the following:

- The Small Business Center is sponsoring a "Reopening Your Business" webinar series which is focused on particular topics to reopening a business in a pandemic. About twenty-five businesses participated in the first webinar.
- Notification was received of a \$51,000 allotment to the Small Business Center to provide additional counseling to small businesses that are reopening.

### **Finance and Administrative Services**

Mr. Steve Davis reported the following:

- The 2019-2020 budget is still on track and currently we are a little under budget.
- The College has given out \$102,509 to about 100 students from the \$300,000 CARES Act fund.
- The state does not anticipate recalling any budget funds for 2019-2020.

## Foundation

Ms. Brenda Reash reported the following:

- At the time of this meeting, the capital campaign has raised \$2,828,259.
- Weekly meetings with Dr. Mancini now take place to look at prospective donors
- Dr. Mancini met with Mrs. Wanda Bennett, the current Development Committee Chair. Mr. Daniel Fischler will serve as the new chair.

Chair Curtis asked how the Foundation is doing with the loan payments. Ms. Reash said the payments just started and the first real estate payment was just made. The loan based on pledges was also just launched on May 18. Cash on hand is fine at this time. The reminders about pledges were halted due to the pandemic but the Foundation intends to start asking for these again.

## Institutional Research and Technology

Dr. James Blalock reported the following:

- Fifty work-at-home computer solutions have been ordered using CARES Act funds. These computer systems will allow critical employees to work at home if the need arises.
- Fifty more work-at-home solutions will be ordered.
- Essential training will be provided to employees during the next academic year; trustees will be able to attend the training.
- VPN (virtual private network) is now a secured connection between off-site locations and the College; 250 employees can now be online at the same time.

## Operations and Facilities

Dr. Mancini reported the following for Mr. Steve Sparks:

- The College has negotiated a new end date of October 9, 2020 for the completion of the Hospitality and Culinary Arts Center.
- Bid opening for Shoreline Project took place on June 4 and Arendell Engineers is now vetting the prospective bid.

## COMMITTEE REPORTS

### A. Curriculum Committee

Chair Carolyn Brady reported that the committee met on June 3, 2020 to discuss and approve the following fees for 2020-2021:

1. Student Activity Fees
  - Increase Summer Activity Fee from \$4 to \$5
  - Increase Part-time Fall / Spring Activity Fee from \$15 to \$20
  - Increase Full-time Fall / Spring Activity Fee from \$28 to \$35

**Motion came from the Curriculum Committee with the recommendation to approve the 2020-2021 Student Activity Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.**

2. Instructional Technology Fees
  - Increase Summer Curriculum Tech Fee from \$8 PT/\$16 FT to \$20 PT/\$35 FT;
  - Increase part-time Fall/Spring Curriculum Tech Fee from \$8 to \$20
  - Increase full-time Fall/Spring Curriculum Tech Fee from \$16 to \$35
  - Increase Continuing Ed Tech Fee from \$0 to \$5 per course

**Motion came from the Curriculum Committee with the recommendation to approve the 2020-2021 Instructional Technology Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.**

3. College Access, Parking and Security (CAPS) Fees
  - Maintain Summer CAPS Fee of \$7 (all students)
  - Increase Fall/Spring CAPS Fee from \$7 to \$15 per semester (all students)

**Motion came from the Curriculum Committee with the recommendation to approve the 2020-2021 College Access, Parking and Security Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.**

4. Graduation Fee as Part of Other Fees
  - Implement Graduation Fee of \$25 per student (to be paid when student submits application for graduation)

**Motion came from the Curriculum Committee with the recommendation to approve the 2020-2021 Graduation Fee as presented. Without further discussion, the motion was unanimously approved by voice vote.**

5. Curriculum Course Fees

**Motion came from the Curriculum Committee with the recommendation to approve the 2020-2021 Curriculum Course Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.**

6. Corporate and Community Education Course Fees

**Motion came from the Curriculum Committee with the recommendation to approve the 2020-2021 Corporate and Community Education Course Fees as presented. Without further discussion, the motion was unanimously approved by voice vote.**

**B. Nominations Committee – 2020-2021 Slate of Officers**

Dr. Matt Zettl, Nominations Committee Chair, presented the 2020-2021 Slate of Officers as follows;

Chair:	Mrs. Melodie Darden
Vice Chair:	Mrs. June Fulcher
Secretary:	Dr. Tracy Mancini
Assistant Secretary:	Ms. Jo Ann Cannon

Chair Zettl opened the floor for nominations. No nominations from the floor were submitted.

**Mr. Bill Henderson made a motion to approve the 2020-2021 Slate of Officers as follows: Mrs. Melodie Darden, Chair; Mrs. June Fulcher, Vice Chair; Dr. Tracy Mancini, Secretary; and Ms. Jo Ann Cannon, Assistant Secretary. Mrs. Rosa Langston seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

Chair Michael Curtis announced the 2020-2021 Slate of Officer nominations has now been concluded.

**OLD BUSINESS**

**A. Annual Review of College Mission**

Chairman Curtis requested Dr. Tracy Mancini read the College Mission for review as follows:

Carteret Community College offers opportunities for lifelong learning through high quality traditional and distance learning teaching, training, support, and enrichment with the intended purpose of improving the quality of life for all citizens of Carteret County and eastern North Carolina.

**Dr. Matt Zettl made a motion to approve the College Mission as presented. Mr. Bill Henderson seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

**B. President's Evaluation Completion**

Chair Curtis reported he reviewed the evaluation with Dr. John Hauser on May 4, 2020.

**Mrs. Rosa Langston made a motion complete the process for the President's Annual Evaluation. Mr. John Warrington seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

Chair Curtis announced Dr. John Hauser's annual evaluation has now been concluded.

Chair Curtis will meet with Dr. Tracy Mancini to explain the President's Annual Evaluation process.

**C. Board Self-Assessment Review**

Mrs. Melodie Darden suggested the Executive Committee meet to review and discuss the assessment before the August Board meeting.

Chair Curtis would like to have trainers from the University North Carolina School of Government and North Carolina Community College System personnel come to the College to give the Board some training regarding such topics as the Board Self-assessment and Robert's Rules.

**ADJOURNMENT**

**There being no further business to come before the Board, Mr. John Warrington made a motion to adjourn the meeting at 7:06 p.m. Mrs. Carolyn Brady seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tracy J. Mancini, Secretary of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Curtis, Chair of the Board

### 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: Steven T. Davis Date Submitted: June 2020

New Policy  Revise Existing Policy

<b>Policy No.:</b> _____	<b>Policy Title:</b> <u>Free Speech and Public Assembly</u>
<b>Responsible Division:</b> Administrative Services	<b>Citation:</b> _____
<b>Signature/ Date Approved:</b> Board of Trustees XX/XX/XXXX	<b>SACSCOC:</b> _____
EFFECTIVE _____	

**Policy Statement:**

Carteret Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the college community and the public of the manner in which they may engage in constitutionally protected speech and expression at Carteret Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the college.

**Student's Free Speech Rights**

The college will protect the rights of freedom of speech, petition, and peaceful assembly and students may exercise those rights within the bounds of this policy. Students are authorized to exercise this right freely as long as the exercise of this right does not violate applicable rules of the college, substantially disrupt normal operations of the college, or substantially interfere with the rights of others. Students engaging in such disruptive activity may be subject to disciplinary action and criminal prosecution. Those who exercise free speech as a part of this policy must not:

- Threaten passers-by
- Substantially and materially interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
- Substantially or materially interfere with or disrupt any other lawful activity.
- Create an imminent safety or health hazard
- Incite violence or imminent lawlessness.
- Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc. or any other college equipment except in areas designated by the dean of student services.
- Carry signs or placards that exceed three feet by three feet. Signs or placards must not contain obscene language or words that tend to incite violence.
- Violate the CCC Code of Conduct.
- Utilize any electronic means of amplifying sound.
- Carry or possess any length of metal, lumber, wood, or similar material for purposes of displaying a sign, poster, plaque or notice, unless such object is one-fourth inch or less in thickness and two inches or less in width, or not generally rectangular in shape, such object shall not exceed three-fourths inch in its thickness dimension.
- Carry signs, posters, plaque, or notice constructed or made of cloth, paper, or cardboard material
- Parade or publicly assemble for the purpose of teaching or advocating the confiscation of private property without just compensation, the violent overthrow of the government of the United States of America, the State of North Carolina or any political subdivisions of North Carolina, or the depriving of any person of his liberty or property without due process of law.
- Violate any State or Federal laws (this would cover weapons on campus)
- Participate in a parade or public assembly to allow any vicious animal to accompany the parade or public assembly or to proceed along the parade route or to brought to or allowed to remain at any place of public assembly.

Definition of Terms: NONE

## Procedure Proposal

Please complete the Procedure Proposal Template below.

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

Originator: Steven T. Davis Date Submitted: June 2020

New Procedure  Revise Existing Procedure

### Correlating Policy No.:

Correlating Policy Title: **Free Speech and Public Assembly Policy**

### Registration and Use of Designated Free Speech Area

The college hereby creates on its property a limited public forum for use by individuals or groups not invited by or associated with the college. The following areas, and only the following areas, are designated for this purpose.

- West third of Bryant Student Center Parking Lot
- West half of McGee Administration Building parking Lot

These areas shall be available for use by both members of the college community and members of the general public. However, events sponsored by members of the college community shall have first priority in using the Free Speech/Expression areas. The college reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the college or interfere with the rights of others.

### Requests for Free Speech

Individuals or groups wishing to utilize college property to exercise their free speech should submit a written and signed request to the dean of student services at least three working days prior to the desired date. The following information must be included in this written request.

- Name of the person or organization submitting the request
- Address, email, and phone number
- Date and times requested
- List of planned activities (i.e., speech, signs, distribution of literature)
- Anticipated number of participants and attendance
- Signature of requestor

Activities are limited to a maximum of three consecutive hours, during the college's normal operating hours. The dean of student services will notify the director of security and emergency preparedness of any free speech event.

### Guidelines for Speech and Public Assembly

1. **Amplification Systems:** Because amplification systems pose a significant potential for disruption of college operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.
2. **The Right to Dissent:** The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time.

A dissenter must not substantially interfere with the speaker's ability to communicate or the audiences' ability to hear and see the speaker. Likewise, this audience must respect the right to dissent.

3. **Picketing and Distribution of Literature:** Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the director of student services.

4. **Symbolic Protest:** During the presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity reserving an area for free speech/expression to express themselves.
5. **Marches:** Campus marches are permitted on campus only with the approval of the dean of student services per coordination with the director of security and emergency preparedness.

In order to ensure the safety of participants and bystanders and to minimize the disruption upon college classes and daily operations, this request must specify the desired march route and total/maximum number of participants.

Pickets/marchers must march in a single file, not abreast. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian. Pickets shall not at any time nor in any way obstruct, interfere with, or block persons entering or exiting vehicles, persons crossing streets or otherwise using the public way; the entrance or exit to any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

### **Conduct and Manner**

1. Those who exercise the free speech as a part of this policy must not:
  - Threaten passers-by
  - Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
  - Interfere with or disrupt any other lawful activity in the same general location at the same time.
  - Commit any act likely to create an imminent safety or health hazard.
  - Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc. or any other college equipment except in areas designated by the dean of student services.
  - Carry signs or placards that exceed three feet by three feet promoting the objective of the activity. They must not contain obscene language or words that would tend to incite violence.
2. Public speech or activities likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene are prohibited. Violations of the CCC Student Code of Conduct are prohibited.
3. Individuals who damage or destroy college property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.
4. A request for use of free speech areas may be denied if determined that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the college.
5. All applicable college regulations, state, and federal laws and municipal ordinances apply when engaging in activities on college property. Failure to do so may result in immediate removal from college property and other appropriate action by college officials and/or police.

### **Interference with Free Speech or Public Assembly**

Persons shall not physically interfere in the use of the sidewalk or address obscene, indecent, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse when directed by college officials, security, or police. Failure to do so may result in disciplinary action and/or criminal prosecution.



**TO:** Carteret Community College Board of Trustees  
**FROM:** Dr. Tracy Mancini, President  
**DATE:** August 3, 2020  
**SUBJECT:** President's Report for August 11, 2020 Board of Trustees Meeting

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June and July dashed by quickly. I continue to **meet with community partners and friends of the College** to establish and strengthen relationships, as well as participate in campus and community events to increase awareness of the College's programs and successes. Below are other noteworthy highlights from June and July.

#### COVID-19 Pandemic

The Executive Leadership Committee (senior administrative team) is monitoring and addressing the **COVID-19** pandemic and modifying course delivery and operations to keep students, staff, and faculty safe and healthy. The College is taking the following precautions:

- Requiring face coverings/masks on campus
- Posting signs that encourage wearing a mask, waiting six feet apart, and washing hands regularly
- Keeping an updated COVID-19 web page ([www.carteret.edu/covid19](http://www.carteret.edu/covid19))
- Following Health Department protocols for quarantines when required
- Increasing frequency of disinfecting doorknobs and handles, elevator key pads, stair rails, and surfaces frequently touched in common areas
- Using Ryobi spray sanitizer backpacks to clean surfaces
- Expecting Temperature Verification Kiosks for self-checking temperatures at busiest classroom building lobbies by August 25
- Scheduling classes and meetings to accommodate six-foot social distancing
- Making accommodations for individuals with documented health conditions or special circumstances
- Checking temperatures with touchless thermometers in classes where close contact is required
- Positioning hand-sanitizer stations strategically across campus
- Hanging plexiglass shields over help desks and reception areas with high public contact

#### Hurricane Isaias

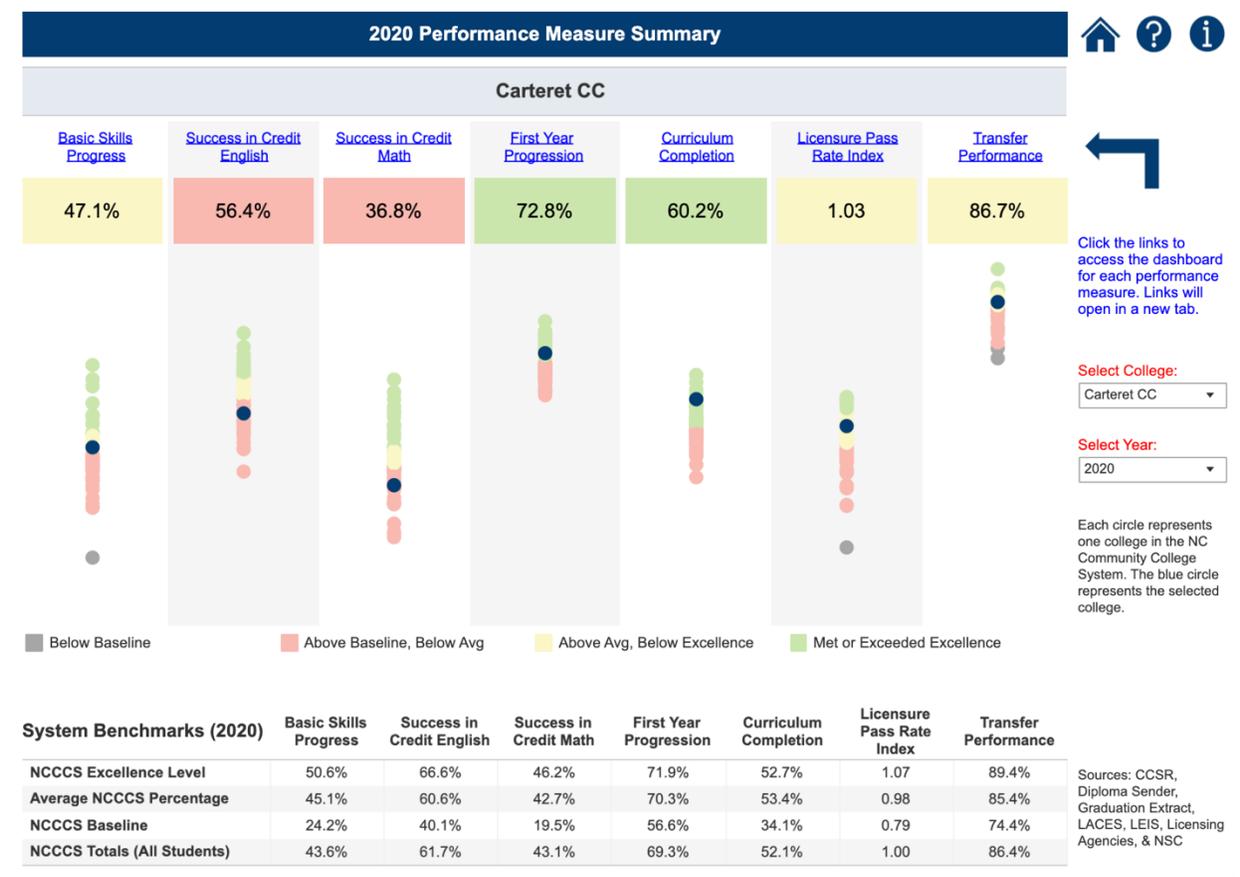
**Hurricane Isaias** made an appearance August 3 and 4. The College's Storm Team came together remotely and in person to make informed decisions and safeguard the campus community and facilities. There was minor damage and debris to clean up, but nothing significant. Many thanks to **Steve Sparks and the Operations & Facilities team** for their efforts before and after the storm.

#### Carteret Ranks #4 in SmartAsset Study of Top Community Colleges

The Carteret News-Time featured the College in an above-the-fold, front page article on our **#4 ranking**, and then followed up with a complimentary editorial on the value of attending community college, and Carteret CC in particular. The ranking was based on our favorable student-faculty ration, low tuition and fees, and high progression and completion rates for the previous year. This is great news all-around and great public relations/free marketing.

## Annual Performance Measures Report

The NC Community Colleges **2020 Performance Measures** report was published in July. Carteret Community College did very well, performing above the System Excellence Level in First-year Progression and Curriculum Completion. A summary of this year's results is pasted below. The performance funding portion of the College's state budget is based on performance measures.



## MyFutureNC Endorsement

Carteret Community College joined 22 other NC community colleges in endorsing the work and goals of MyFutureNC ([www.myfuturenc.org](http://www.myfuturenc.org)) this month. MyFutureNC, a statewide nonprofit "focused on educational attainment" that represents a collaborative effort between NC educational institutions and business and government leaders. MyFutureNC is funded by the John M. Belk Endowment, the Bill and Melinda Gates Foundation, the C. D. Spangler Foundation, and the Goodnight Educational Foundation. The organization has established a North Carolina attainment goal of having two million North Carolinians with a high-quality post-secondary credential or degree by the year 2030. Currently there are 1.3 million. Community colleges will play a key role in reaching the attainment goal.

## Personnel and Leadership Team

- We were delighted to welcome **Dr. Maggie Brown** on July 13 as the College's new Vice President of Instruction and Student Support. Dr. Brown has hit the ground running.

- **Mr. Joe Rufra** has retired from the College after having served as the Basic Law Enforcement Training school director for 20 years. We thank him for his loyal service to the College. Former Morehead City Police **Chief Wrenn Johnson** is serving as Interim School Director of BLET while the College conducts a search for a permanent school director.
- The Executive Leadership Committee is holding a **team-building retreat** on Thursday, August 6, from 9:30 to 3:30 in the Historic Camp Glenn Building. The team is working on establishing common values and principles to guide decision making.

#### Graduation Celebration

The College held its first **drive-through graduation/celebration** due to COVID-19 on Thursday, July 30, at 4:00 p.m. The event was a great success, despite strict adherence to social distancing and face covering requirements. Many thanks to the creative and adaptive Awards & Graduation Committee and to all of the faculty, staff, and trustees who participated. About 100 graduates participated in the parade – many with pets, parents, friends, and family accompanying them for the celebration. Thanks to Trustee **Mr. Mike Curtis** for welcoming the graduates and their families; **Pastor C. O. Donald, Sr.**, for providing an invocation; Chamber of Commerce President **Mr. Tom Kies** for announcing graduates names and awards/credentials; and Board Chair **Mrs. Melodie Darden** for greeting and engaging with graduates as they received their diplomas and plaques.

#### Fall Planning

- The College plans to run a mix of seated, hybrid, online, and synchronous classes, both curriculum and continuing education, for the **fall semester**, which begins August 17. A COVID-19 web page lists Frequently Asked Questions and provides information to students, employees, and the public.
- The College will hold a synchronous **Welcome Back meeting for faculty and staff** on Monday, August 10, at 1:00 p.m. Employees can participate in a socially distanced setting in Joslyn Hall or sign on remotely for campus updates.
- **Professional Development** for all employees will take place on Wednesday, August 12, via remote conferencing. The conference will include presentations on equity/diversity/inclusion; COVID-19 updates; coping skills during stressful times; and hurricane preparedness. The Professional Development Days committee has done a great job of identifying and securing outside speakers for the event.



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**TO:** Carteret Community College Board of Trustees  
**FROM:** Mr. Perry Harker, Vice President of Corporate and Community Education  
**DATE:** August 3, 2020  
**SUBJECT:** Corporate and Community Education Report

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- Corporate and Community Education partnered with our Curriculum's Massage Therapy program to offer an evening Massage Therapy certification class. The students from this class had a 100% pass rate on their recent state certification exam.
- With special permission from the Real Estate Commission, we successfully move the Provisional Real Estate Broker course online in July. Thirteen students enrolled successfully completed the course. We also received permission to offer the required Real Estate Continuing Education courses all via online instruction, as well.
- Corporate and Community Education provided teamwork training to the Carteret Community Theater board of directors. Training was conducted on campus, face to face, with appropriate social distancing and other precautions in place.
- Several Corporate and Community Education classes that had to cease instruction in the spring semester due to COVID-19 have completed their instructional requirements this summer semester. This allowed students enrolled to complete the requirements for certification. These classes include Marine Captain's Prelicensing, Massage Therapy II, Nurse Aide, Phlebotomy, Commercial Drivers' License, Basic Auto Repair, and the Crystal Coast Fire Academy.
- The college was recently awarded funding to continue operations of three Workforce Innovation and Opportunity Act (WIOA) programs for a total of \$523,482 by the Eastern Carolina Workforce Development Board. The programs will work with students, both youth and adults who are unemployed, underemployed or have been laid-off. The funding covers all related program training cost for students enrolled in either curriculum or continuing education classes.
- A Detention Officer Certification Course is scheduled to begin in September. This course is the required certification to work as a jailor within local Sheriff Department.
- Held a live burn training class for members of Beaufort and North River Fire Departments.
- The Small Business Center was recently awarded \$51,724 to provide counseling to local businesses. In response to COVID-19 and the economic crisis, North Carolina's General Assembly passed House Bill 1043, providing Pandemic Relief Funds to support Small Business Centers with the express goal of providing counseling and coaching services to businesses negatively affected by the pandemic. This funding began June 1, 2020 and will end December 30, 2020.
  - The SBC has currently contracted 157 hours of counseling for 32 clients.
  - To date we have contracted \$16,330 worth of counseling hours.
  - Goal Met: 25% of the funding, or \$12,931, must be spent by July 31, 2020 to avoid reallocation of the funds to another SBC. That that goal has been met ahead of schedule.

- Each year, the Small Business Center is required to submit to the state a Small Business Center Annual Report. Some highlights from the recently submitted 2019-2020 report:
  - Businesses started: 11
  - Jobs created: 47
  - Jobs retained: 34
  - Counseled 96 new clients
- The Small Business Center Administrative Assistant/Corporate and Community Education Coordinator's position has been filled and Victoria Washington will start August 3, 2020. Victoria is a recent Carteret Community College graduate and former College work study student.
- The Women on the Water workshops continue to be popular for those new to boating or wanting to upgrade their skills. Session 3 Seamanship workshop, held in July, had 22 students who learned basic seamanship skills including knot tying, anchoring and emergencies.



**TO:** Carteret Community College Board of Trustees  
**FROM:** Steven T. Davis, Vice President, Finance and Administrative Services  
**DATE:** 08/03/20  
**SUBJECT:** Board of Trustees Administrative Report August 11, 2020 Meeting

### Carteret Community College Budget

Carteret Community College Summary of Expenditures												
	State			County			Institutional			TOTALS		
	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget
1XX Institutional Support	\$ -	\$ 249,962	0.0%	\$ -	\$ 17,923	0.0%	\$ -	\$ 263,544	0.0%	\$ -	\$ 531,428	0.0%
2XX Curriculum Instruction	-	457,960	0.0%	-	-	0.0%	-	22,421	0.0%	-	480,381	0.0%
3XX Continuing Education	-	84,937	0.0%	-	-	0.0%	-	6,886	0.0%	-	91,823	0.0%
4XX Academic Support	-	75,193	0.0%	-	-	0.0%	-	-	0.0%	-	75,193	0.0%
5XX Student Support	-	77,145	0.0%	-	-	0.0%	-	77,592	0.0%	-	154,737	0.0%
6XX Plant Operations & Maint.	-	-	0.0%	-	183,788	0.0%	-	46,514	0.0%	-	230,302	0.0%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	-	1,036	0.0%	-	1,036	0.0%
8XX Student Aid	-	-	0.0%	-	-	0.0%	-	18,127	0.0%	-	18,127	0.0%
9XX Capital Outlay	-	177	0.0%	-	38,137	0.0%	-	653,290	0.0%	-	691,603	0.0%
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ 945,375</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 239,847</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 1,089,408</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 2,274,631</b>	<b>0.0%</b>

- We still do not have a State budget
- Although we are currently spending, we are still under mandated State spending restrictions:
  - No purchases except for instructional items, COVID-19 items, or mission critical items determined by the President
  - No travel except for job required, economic development or mission critical determined by the President
  - Hiring freeze except for faculty/instructors or mission critical determined by the President
  - No salary increases except in the case of a promotion
  - Capital expenditures are not affected
- Due to COVID-19 we could have a mandated recall of budget equal to 2 – 2 ½% of our budget which is more than \$230,000

### Financial Services

Bank Reconciliation Status Report									
	CORE BANKING			BB&T			FIRST CITIZENS		
	State Funds			Institutional Funds			County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
Jan-20	02/03/20	02/03/20	\$ 67,659.25	02/03/20	02/03/20	\$ 1,308,991.21	02/04/20	02/04/20	\$ 536,215.65
Feb-20	03/02/20	03/02/20	\$ (3,962.35)	03/02/20	03/02/20	\$ 1,010,622.18	03/02/20	03/02/20	\$ 377,084.33
Mar-20	04/01/20	04/01/20	\$ 226,647.10	04/01/20	04/06/20	\$ 1,228,141.14	04/14/20	04/14/20	\$ 183,415.76
Apr-20	05/04/20	05/04/20	\$ 338,246.10	05/04/20	05/04/20	\$ 864,316.38	05/07/20	05/07/20	\$ 580,646.92
May-20	06/01/20	06/01/20	\$ 512,044.91	06/01/20	06/02/20	\$ 1,070,506.48	06/04/20	06/04/20	\$ 451,944.88
Jun-20	07/06/20	07/08/20	\$ -	07/06/20	07/30/20	\$ 1,031,573.53	07/06/20	07/07/20	\$ 351,806.83

## CARES Act Federal Funding

### COVID-19/CARES Act Funding Source by Purpose

Number of Disbursements / Dollar Amount	Student Emergency Relief	Institutional Relief	Higher Ed Strengthening	Career Counselors & Advisors	Small Business Center Counseling	Vitual Student Tutoring	FEMA	Other	TOTALS
	Federal	Federal	Federal	State	State	State	FEMA		
<b>Amount Available</b>	\$ 387,473	\$ 387,473	\$ 37,844	\$ 34,394	\$ 51,724	\$ 31,291	\$ 9,034	\$ 3,411	\$ 942,644
<b>Support Online Instruction &amp; Student Services</b>	0	2	0	0	0	0	0	0	2
	\$ -	\$ 1,540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,540
<b>Convert to Online Instruction</b>	0	8	0	0	0	0	0	4	12
	\$ -	\$ 80,078	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,965	\$ 83,043
<b>Value Donated Supplies/ Equipment</b>	0	0	0	0	0	0	1	5	6
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202	\$ 446	\$ 648
<b>Contract Extentions</b>	0	0	0	0	0	0	0	0	0
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Disinfect/ Clean College Facilities</b>	0	3	0	0	0	0	9	0	12
	\$ -	\$ 106	\$ -	\$ -	\$ -	\$ -	\$ 6,986	\$ -	\$ 7,091
<b>Student Financial Aid/Relief</b>	162	0	0	0	0	0	0	0	162
	\$ 152,327	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,327
<b>Other</b>	0	11	0	1	9	1	1	0	23
	\$ -	\$ 134,935	\$ -	\$ 413	\$ 5,000	\$ 7,760	\$ 21	\$ -	\$ 148,130
<b>TOTAL Expenses</b>	162	24	0	1	9	1	11	9	217
	\$ 152,327	\$ 216,659	\$ -	\$ 413	\$ 5,000	\$ 7,760	\$ 7,209	\$ 3,411	\$ 392,779
<b>Percent Used</b>	39.3%	55.9%	0.0%	1.2%	9.7%	24.8%	79.8%	100.0%	41.7%

## Human Resources

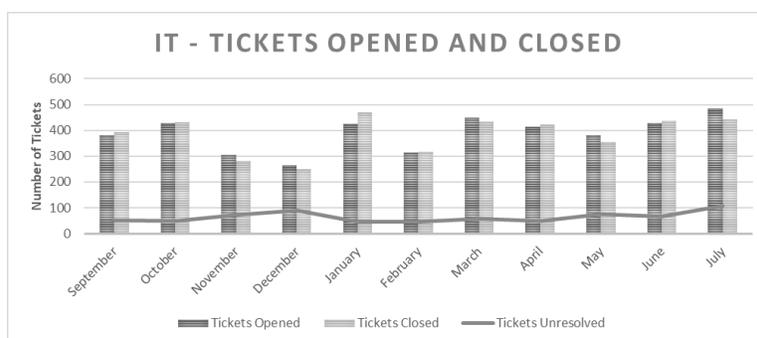
Head Count			
F/T Perm Faculty:	63	P/T Perm Faculty:	2
F/T Perm Staff:	94	P/T Perm Staff:	4
<b>Total Permanent Employees:</b>	<b>163</b>		
Adjunct Faculty:	57	Other Temps:	7
<b>Total Employees:</b>	<b>227</b>	(excludes FWS, WIOA, & special grants)	
<b>July Turnover:</b>	1.23%	<b>YTD FY 21 Turnover:</b>	1.23%

2020 - 2021 Retirees		
Employee	Department	Month Retiring
Joe Rufra	Director, BLET	August 2020
Hugh Flynn	Security Officer	October 2020
Meg Rawls	Biology Instructor	January 2021

Position Vacancies		
Position	Date Vacant	Status
VP, ISS	06/01/20	Dr. Maggie Brown - DOH 07/13/20
Admin Asst Arts & Science	06/01/20	Kristian Jenkins - DOH 07/07/20
Counselor, TRiO	11/12/19	Felicia Wright - DOH 07/01/20
NC Works Career Coach	07/01/19	Rhonda Bagshawe - DOH 07/01/20
Payroll Accountant	07/01/20	Lynn Owen - DOH 08/03/20
SBC Coordinator	05/18/20	Victoria Washington - DOH 08/03/20
Chemistry Instructor	08/01/19	Nate Cline - DOH 08/10/20
Coordinator, Student Life	12/20/19	Preparing recommendation memo
Cosmetology Instructor	03/24/20	Preparing recommendation memo
Esthetics Instructor, PPT	06/01/20	Preparing recommendation memo
Exec. Asst. VP Finance	07/01/20	Preparing recommendation memo
Maintenance Tech I	06/30/20	Posting closes 07/31/20
BLET Director	08/01/20	Awaiting revised job description
Coordinator, East/West Carteret Centers	08/01/20	On hold
Government & Military Affairs Liason	07/01/20	On hold
Instructor, Art	06/01/20	On hold
Instructor, Massage Therapy	06/30/20	On hold
Security Officer	06/01/20	Posting closes 08/03/20

### Campus Information Technology

- Distributing 50 laptop setups to faculty and staff and building 10 portable streaming classroom setups purchased with CARES Act funding
- Imaging classrooms for Fall Semester
- Working on:
  - Digital sign replacement
  - Joslyn Hall A/V upgrade to include streaming
  - Campus wireless upgrade/replacement to include parking lots
  - Scheduling fiber net health check with NC Sound
- Working with Carteret County Schools to relocate their network equipment from Smith to Bryant



### Instructional Support and Distance Learning

- Developing “green room/recording studio” for professional, high quality, lecture and presentation recording and for live streaming and synchronous teaching for fall funded with CARES Act

- Fall course shell and courses built – so faculty have ample time to prepare
- Professional development for both Continuing Education and Curriculum; in particular, a ConEd Boot Camp, H5P (rich HTML5 student engagement and formative assessment tool), support for August 12th online training for all employees; faculty pathways and frequent short Knowledge is Key Carteret training sessions will be filling the calendar this fall
- Upgraded to Moodle version 3.8
- Communication with continuing education division for improved information flow in setting up online courses and associated student enrollment

### Emergency Preparedness and Security

- Meetings Attended
  - Environmental Health & Safety Institute, COVID-19
  - Presidential COVID-19 Webinar
  - Graduation / Awards Committee Meetings
  - Foundations Fishing Tournament Meetings
- Training
  - Campus Safety Online Summit (4 hours)
  - Law Enforcement In-Service Training (4 hours)
- Other
  - Assisted with the Foundation's Annual Fishing Tournament
  - Assist with set-up, direct traffic, and tear down of the Drive Thru Graduation
  - Adult High School Orientation

### Grants

- Continued to update the College's Business Continuity Plan.
- Finalized and submitted the Golden Leaf Foundation open grant to create a new program for the Boat Manufacturing and Service and Diesel/Heavy Equipment program.
- Drafted and submitted the following grant proposals:
  - Duke Energy Foundation grant proposal seeking funds for the trail project.
  - U.S. Naval Community College proposal and sent to ECU.
  - State and Local Government Financial Wellness Grants Program for employee assistance program support
  - Draft of the NC Trails Grant application to the granting organization staff for feedback. The final application is due September 11.
- Began drafting a grant proposal to the Firehouse Subs Foundation for a new Leica scanner for the Criminal Justice department.
- Drafted the following press releases for the media:
  - Carteret Community College Therapeutic Massage Graduates Achieve 100 Percent Passing Rate on State Certification Exam
  - Students Encouraged to Apply for COVID-19 Grant Funds
  - Carteret Community College Selects Ramsey for Distinguished Alumni Award
  - Carteret Community College Ranked Fourth Among Community Colleges In America
- Searched for grant opportunities for the career center, Hospitality and Culinary Arts building, Leica scanner, aquaculture, EAP program and other programs.

Grantor	Purpose	Amount Requested	Pending	Awarded	Not Awarded	Expected Notification
Lenovo Foundation	3D Printer	\$ 35,000	\$ -	\$ -	\$ 35,000	
Golden Leaf Foundation	Shoreline Mitigation	\$ 395,749	\$ -	\$ 395,749	\$ -	
National Fish and Wildlife Foundation	Shoreline Mitigation	\$ 812,555	\$ -	\$ 812,555	\$ -	
FIRST Robotics Grant	Robotics Team	\$ 10,000	\$ -	\$ 10,000	\$ -	
Cannon Foundation	Culinary Building	\$ 150,000	\$ -	\$ 150,000	\$ -	
Steelcase	Active Learning Classroom	\$ 132,000	\$ -	\$ -	\$ 132,000	
Wells Fargo Foundation	Career Center	\$ 300,000	\$ -	\$ 50,000	\$ 250,000	
Atlantic State Marine Fisheries Commission	Aquaculture Program	\$ 84,750	\$ -	\$ -	\$ 84,750	
Golden Leaf Opportunities for Work (GLOW) Grant	Construction Technology & Boat Building	\$ 419,648	\$ -	\$ -	\$ 419,648	
Golden Leaf Open Grant	Career Center	\$ 200,000	\$ -	\$ -	\$ 200,000	
North Carolina Trails Program	Walking Trail	\$ 200,000	\$ -	\$ -	\$ 200,000	
Aspen Institute	Welding Program	\$ 50,000	\$ 50,000	\$ -	\$ -	On Hold
Aspen Institute	Nursing Program	\$ 50,000	\$ 50,000	\$ -	\$ -	On Hold
TRiO Federal Grant	TRiO Student Support	\$ 1,423,790	\$ 1,423,790	\$ -	\$ -	Aug-20
Beaufort Ole Town Rotary Club	Capital Campaign - Culinary Building	\$ 5,000	\$ 5,000	\$ -	\$ -	TBD
USDA Grant	IT Technology / Distance Learning	\$ 960,546	\$ 960,546	\$ -	\$ -	Sep-20
Beaufort Women's Club Grant	Students trip to France	\$ 1,280	\$ 1,280	\$ -	\$ -	TBD
Crystal Coast Tourism Development Authority (TDA) Grant	Shuck Advertising	\$ 8,945	\$ -	\$ 8,945	\$ -	TBD
Caplan Foundation	Early Childhood Development	\$ 41,709	\$ 41,709	\$ -	\$ -	TBD
Golden Leaf Open Grant	Step-up Program	\$ 200,000	\$ 200,000	\$ -	\$ -	Oct-20
State & Local Government Financial Wellness Grants Program	EAP	\$ 9,200	\$ 9,200			Sep-20
Duke Energy Foundation Nature Grant	Walking Trail	\$ 352,500	\$ 352,500			Sep-20
<b>TOTALS</b>		<b>\$ 5,842,672</b>	<b>\$ 3,094,025</b>	<b>\$ 1,427,249</b>	<b>\$ 1,321,398</b>	



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**TO:** Carteret Community College Board of Trustees

**FROM:** Brenda Reash

**DATE:** August 11, 2020

**SUBJECT:** Foundation Report

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**Capital Campaign** – To-date \$2,814,669 has been raised/pledged. Board participation: Board of Trustees 75%; Foundation Board of Directors 78%. Attached recent e-newsletter sent out end of February.

**Donor Communications:**

- Social Media – focused on July fishing tournament.
- Adjusting fall fundraising plans, meeting with Dr. Mancini and Board member Jillian Farrington, Chair of the Foundation Development Committee, and Jenn Mull, Event & Sponsorship Coordinator with a potential new fundraiser that we would not have to monitor the restriction set by social distancing requirements.
- Personal calls to major donors continue, inviting them on campus to meet with Dr. Mancini and tour the campus and/or Hospitality & Culinary Arts Center.
- Plans to continue e-newsletters, phone calls, personal direct mailings to donors, faculty and staff.
- Fall *Back to School* mailing for annual fund giving.
- Letters to donors of capital campaign, who are under \$2,000 (donor wall threshold); ask to consider increasing their donation to meet or exceed the threshold.
- Update with Governance Committee review - Ways to Give – new information on web page and create a handout.
- Conferenced with CEO/President of Transportation Impact; TI will continue being the Major Sponsor of the annual golf tournament.
- Foundation Board of Directors – Annual Meeting, August 11, 2020.

**Foundation Building Remodel**

- Plant Operations will be putting together the large boardroom table (seats 26). Plant Operations is to complete the setup of the Corporate & Community Education designated classroom in the front large room of building.



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**TO:** Carteret Community College Board of Trustees  
**FROM:** Maggie Brown, Ed.D., Vice President of Instruction and Student Support  
**DATE:** August 5, 2020  
**SUBJECT:** Board of Trustee August 11, 2020 Meeting: ISS Report

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The faculty and staff in Instruction and Student Support are preparing for a Fall 2020 semester unlike any semester we have ever encountered. Administrators, faculty, and staff across campus have been collaborating to safely and effectively engage students on campus and from their homes.

- In August, all Instructional and Student Services faculty are reporting back to campus full time. Faculty and staff who feel that they are in high risk groups will be working through Human Resources and their supervisors to assess appropriate accommodations.
- Curriculum classes will be offered face-to-face, hybrid, synchronously, and online as best befits the subject matter. The goal is to provide students with multiple modalities to stay engaged in their education at a level that fits their comfort and risk level during the COVID-19 pandemic. The College is purchasing 10 additional mobile carts that allow the instructor to stream their instruction to students logged in remotely.
- The College has been granted online tutoring funds to assist with academic support at a distance. The College has contracted with NetTutor to provide virtual tutoring services. NetTutor provides round the clock tutoring services in a wide range of disciplines. NetTutor can be accessed through our LMS and will generate referrals and reports so that FTE can be awarded for tutoring hours.
- BLET has a new interim Director, Wrenn Johnson. Wrenn was the Chief of Police for Morehead City Police Department from 2003-2015 and served as a Commissioner and Chair of Education and Training Committee for the NC Criminal Justice Training and Standards Commission from 2006-2015. The next BLET class is schedule to be offered August 17<sup>th</sup>. In Spring 2020, we will offer both a day and evening training program. Other projects on the horizon are reorganization of the BLET building and upgrades to the shooting range.
- Student Services has been focused this summer on student outreach. Admissions staff have contacted students through email, text, phone calls, and Zoom meetings. There is after hours phone coverage for students who contact us after 5pm. New student orientations are being held virtually.
- As of 8/05/2020, we had 3,423 student headcount. On Day 1 of Fall Semester last year, we had a headcount of 4,455. We have until August 17<sup>th</sup> to work on that 23% gap. We will continue the outreach methods mentioned above, have a big registration week push during the week of August 10<sup>th</sup>, and look at adding late start and B Term classes that may be in demand. We are also exploring some CCP CTE enrollment for high school students who will only be on their high school campuses two days a week for the fall semester. We are also opening up more Curriculum courses with workforce development skills training for concurrent Continuing Education enrollment.
- The MAPS Center, which is the focus of the College's QEP, will be located in the Smith building beginning Fall 2020. This space will have several staff members there to help with Career Advising,

- academic support, and academic planning. We also plan to offer support for students taking online, hybrid, and synchronous classes. The College has contracted Parker & Poe to develop our Title IX templates and training and to provide legal consulting services to get us through the implementation of the newly mandated changes to Title IX reporting and investigation.
- This summer, the College was able to recognize graduates and completers of programs in several socially distanced ceremonies including Medical Assisting, Human Services, Nursing, and with the Drive Through Graduation ceremony. The Drive Through celebration was attended by over 60 families who all expressed their joy and appreciation at having the opportunity to come celebrate their students' accomplishments.
- The Faculty Executive Committee Report of July 28<sup>th</sup>, 2020 reported the following efforts and concerns:
  - Completion of the faculty handbook with bookmarks to the Policies and Procedures Manual
  - Faculty understand the continuation of UW grades will be used for COVID 19 change-related withdrawals
  - Desire for more technical training to assist in multiple modes of instruction



**TO:** Carteret Community College Board of Trustees  
**FROM:** Logan Okun, Director of Marketing & Public Information  
**DATE:** August 4, 2020  
**SUBJECT:** BOT Meeting August 11, 2020

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- Website Upgrade Launch
- Website edits/corrections
- New COVID-19 webpage
- Fall Beacon printed, mailed, & uploaded to website
- Weekly press releases
- New light pole banner flags
- CDL Truck Wrap design
- Large social media marketing push
  - Past 60 days
    - 9 active ads
    - \$1,070 spent
    - 53,827 reached
    - 26,466 post engagements
    - 1017 link clicks



**TO:** Carteret Community College Board of Trustees  
**FROM:** Steve Sparks Vice President Operations and Facilities  
**DATE:** 8/3/20  
**SUBJECT:** Update August 2020

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- Hurricane Florence damaged flooring in McGee 1st floor hallway and MARTEC hallway is replaced.
- CAMA permit for the Greenhouse project was approved and received. Currently seeking additional quotes for the foundation work.
- MaST, Photography and Art Sciences renovations and moves are being finalized.
- McGee replacement roofing project will be completed in the next couple of weeks.
- The Shoreline restoration project was successfully bid and the award went to T.A. Loving Company. The project work is expected to begin mid-August.
- Career Center renovations are ongoing with an estimated mid-September completion.

## CARTERET COMMUNITY COLLEGE | 2021-2022 CALENDAR

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## CARTERET COMMUNITY COLLEGE | 2022-2023 CALENDAR

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MW Classes
TTH Classes
F Classes
Late Adv/Reg
Classes Begin
Classes End
Grades Due
Special Events
College Closed
No Classes
12-Holidays



In reference to question number four "Policy Role," Dr. Tracy Mancini will periodically send the College Policy-Making Process to the Trustees for review. This will help them understand how the policy process is done. Dr. Tracy Mancini will email the process to the committee members after this meeting.

Chair Fulcher asked each committee member for closing comments. Each member responded with positive remarks.

Mr. Bill Henderson recommended removing the "ResponseID" from future surveys to protect the anonymity of trustees.

Chair Fulcher closed with the following comments:

"Being a good trustee is a learning process, which takes time, and is also an investment on the trustee's part. We can improve by committing to that task."

### **ADJOURNMENT**

**There being no further business to come before the Committee, Mrs. Rosa Langston made a motion to adjourn the meeting at 5:05 p.m. Mr. John Warrington seconded the motion. Without further discussion, the motion was unanimously approved by voice vote.**