

**Caldwell Community College and Technical Institute
Board of Trustees Regular Meeting Minutes**

Tuesday, December 14, 2021

The CCC&TI Board of Trustees met on Tuesday, December 14, 2021 at 11:00 a.m. in the Forlines Board Room (A101).

Board Members present:

Larry W. Taylor-Chairman, Jerry T. Church, Alvin W. Daughtridge, Wongalee Thomas, James Sponenberg, Chris Barlowe, Ann E. Smith, Joel Carroll, Dale Hamby, Candis Hagaman, William R. Winkler. Guest: Retired Trustee Thomas Thuss

Board Members absent:

Ronald Beane, William “Bill” Stone, Lowell Younce, Brianna Swanson-SGA

Others Participating:

Dr. Mark Poarch-President, Randy Ledford, Donnie Bassinger, Dena Holman, Susan Wooten, David Holman, Mark Howell, Donna Church, Edward Terry

Chairman Larry Taylor called the meeting to order and asked Trustee Alvin Daughtridge to give the Invocation.

ETHICS

STATEMENT

Trustee Ann Smith was asked to review, with the board, the following Ethics Statement:

In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearance of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved. (N.C.G.S. 138A-15 (e))

RETIRED TRUSTEE

PRESENTATION

Dr. Poarch presented a plaque to retired trustee member Mr. Thomas Thuss recognizing him for his 24 years of service to the Board of Trustees and the college.

Susan Deal, Director/Instructor Mechanical Engineering Technology presented the board with two hanging ornaments with the CCC&TI logo and a plaque that was a replica of the front of the Paul Broyhill Center for Advanced Technologies Building. The machining students designed and created the items in class.

MINUTES

A motion was made by Jerry Church and seconded by Wongalee Thomas to approve the October meeting Minutes (**Attachment A**) as presented. The motion carried.

COMMITTEE REPORTS

Executive Committee; No report

Athletics Committee:

Committee Chairman Joel Carrol informed board members that the Athletics Committee met on Tuesday, December 14, 2021 at 10:30 am for the purpose of discussing Athletic Scholarships. He also announced that we now have a new volleyball coach, Mr. Brian Harris. An athletic schedule is available for those that are interested.

Building and Grounds Committee:

In the absence of Committee Chairman Bill Stone, Chris Barlowe was asked to give the report. Chris asked Donnie Bassinger to give a report. Donnie informed board members that the J Building welding shop project is out for bid, and since the System Office allows us to do projects that fall under a 2 million dollar budget, we should not have to send the project to state construction for approval.

For information purposes, the Building and Grounds Committee Meeting Minutes for the Oct. 21, 2021 meeting are attached (**Attachment B**)

Curriculum Committee: No report

Finance Committee:

Committee Chairman Jerry Church made a motion to accept, with gratitude, the Interim Financial Summary Report for October 2021 (**Attachment C**), and the Interim Financial Summary Report for November 2021 (**Attachment C-1**). The motion carried.

Committee Chairman Jerry Church presented, for information purposes, the Compliance follow-up review from NCDOA (**Attachment C-2**). He informed the board that in May 2021, the Purchase and Contract Compliance Department completed a routine review for the college. The report showed that the college was non-compliant, but in November 2021 they did a follow-up review and the November report showed that the college is now compliant.

Policy and Legislative Committee;

Committee Chairman Jim Sponenberg informed board members that the Policy and Legislative Committee met prior to the board meeting today to review changes to the Email Policy (**Attachment D**), the Grade Appeal Policy (**Attachment D-1**), and the Student Records FERPA policy (**Attachment D-2**). Susan Wooten explained that the changes to the Email Policy will allow employees to add the official college logo to their emails and they will also have the option to add their gender pronouns. Dena Holman explained that the only change to the Grade Appeal Policy is the duration to appeal a grade decision will now be within 10 business days from the day the final grade is posted. Dena also explained that the changes to the Student Records FERPA policy will allow us to limit student information to businesses and other entities. On behalf of the Policy and Legislative Committee, a motion was made by Jim Sponenberg to approve the recommended changes to all three policies as presented. The motion carried.

Committee Chairman Jim Sponenberg announced that a COVID-19 vaccination policy, which is needed for our students and faculty doing off-campus work-based learning and clinicals, was also discussed at the committee meeting. The Policy and Legislative Committee is recommending that the Board's Executive Committee meet as soon as possible, to review a draft of the policy, so that our students will be able to continue their clinicals. Dr. Poarch explained that many hospitals are moving forward with requiring vaccinations by both their employees and those students doing clinicals. We will also have to allow exemptions based on medical and religious reasons. These requirements will impact our spring semester students, so we will need to meet with the Executive Committee to review and approve the vaccination policy as soon as possible.

Personnel Committee

Committee Chairman Alvin Daughtridge, reviewed, for information purposes, the following resignations and employments: the resignation of Jon Howle, Full-time Instructor Academic Success -Watauga (**Attachment E**); employment of Shaina Dyson, Full-time Foundation Development Specialist (**Attachment E-1**); employment of Chasity Fleming, Temporary Full-time Human Services Technology (**Attachment E-2**); employment of Denise Friend, Full-time Instructional Designer (**Attachment E-3**); employment of Davis Branch, Full-time Technical Director, JE Broyhill Civic Center (**Attachment E-4**); resignation of Joshua Sigmon, Full-time Accounting Instructor (**Attachment E-5**); employment of Daniel Wheeler, Full-time Culinary Arts Instructor (**Attachment E-6**); employment of Robert Steadman, Full-time Production Technician, JE Broyhill Civic Center (**Attachment E-7**); employment of Christopher Reidel, Full-time Production Technician, JE Broyhill Civic Center (**Attachment E-8**); employment of Ann Wright Full-time Director, Financial Aid (**Attachment E-9**); employment of Caridad Smith, Full-time Director Biopharmaceutical Technology (**Attachment E-10**); resignation of Joshua Marsh, Full-time Chemistry Instructor (**Attachment E-11**), and the resignation of Lindsay Runion, Full-time Clinical Coordinator Radiography Program (**Attachment E-12**).

SGA REPORT

SGA President Brianna Swanson announced that SGA had multiple events through December. They held the Lenoir Emergency Outreach Drive and Phi Theta Kappa and Alpha Omega students participated. She announced that this month is the American Indian Heritage month and we have eight federal recognized Indian tribes in North Carolina. SGA held a work kindness and mental health event and helped provide food for Night Out. SGA also hosted a holiday door decorating contest.

PRESIDENT'S COMMENTS

Dr. Poarch informed board members that we lost Matt Malloy. Matt was here 17 years and taught thousands of students. Counselors will be on campus for students. It is good to be around people that care for each other so much. Please continue to remember the Malloy family and Caldwell family.

Dr. Poarch presented, for information purposes, the Civic Center Monthly report for November 2021 (**Attachment F**), and Letters, News Articles and Board Highlights (**Attachment I**).

Dr. Poarch presented, for information, the SACSCOC Fifth-Year Interim Report process (**Attachment G**). This is a mini accreditation process that we have to go through and is due September 15, 2022. Dr. Poarch informed Board members that the Belk Endowment funded the NC Reconnect Grant to attract adult learners. This Grant comes with a \$50,000 award and is designed to help identify those students that are already half way through a degree and can benefit by coming back and finishing their degree.

Dr. Poarch informed the board that the attached Legislative Update/Budget Tracking Sheet (**Attachment H**) was approved by the Governor. The most significant of what was approved is the raises. There will be a 2.5% raise in each year for the next two years. The raise is for 21-22 is retro to July 1, 2021. The second 2.5% will be approved for July 1, 2022 for the next year. There will also be bonuses for faculty and staff. All faculty and staff will receive \$1,000 bonus and then an additional \$500 will be given to those that make less than \$75,000 a year. The bonus will be in the employees' December check. There was also money in the budget for recruitment and retention of faculty in high demand areas. All 58 community colleges got some capital funds as part of the \$400 million allocation (\$100 million over four years). CCC&TI will receive a little over \$6.9 million.

Dr. Poarch informed the board that we have had a lot of conversations around masking. We elected to stay with masks, so we wouldn't have to go back after removing the mask requirement, but there has been an increase in Covid since Thanksgiving. We will require masks indoors until after Christmas break and then see where things stand.

**CHAIRMAN'S
COMMENTS**

Chairman Taylor presented, for information purposes, the Calendar of Events (**Attachment J**), and future board meeting dates and upcoming events.

Chairman Taylor announced that since Dr. Poarch is currently the President of the NC Association of Community College Presidents, we may need to change some of our board meeting dates for him to be able to attend the Presidents meetings. Dr. Poarch announced that the only upcoming meeting he is aware of right now that needs changing is the February meeting. If all agree, we will need to meet on February 15 instead of February 16.

Dr. Poarch also announced that he was checking into the possibility of changing the meetings with the Watauga and Caldwell Commissioners and Board of Education to one time a year instead of two. Dr. Poarch will check with them to see what would be the best month for them to meet with our board.

Chairman Taylor also informed board members that in months where we have a very light agenda, we may not meet. Dr. Poarch informed the board that according to requirements, they only need to meet six times a year.

**UNFINISHED
BUSINESS**

Jim Sponenberg announced that he and Wongalee Thomas attended the Practical Nursing Pinning Ceremony and it was very well done and they had a great speaker. He encouraged all board members to attend when they can.

Donna Church, Recording Secretary

Ann E. Smith, Board Secretary/Treasurer