

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

Wednesday, January 19, 2022

**ROLL CALL**

**Presiding:** Larry W. Taylor, Chairman

**Participating Virtually** Jerry T. Church, Chris Barlow, Alvin Daughtridge, Dale Hamby, William "Bill" Stone, James Sponenberg, Brianna Swanson-SGA

**Participating By Call-in** Ronald Beane, Wongalee Thomas, Ann E. Smith, Lowell Younce

**Those absent were:** Joel Carroll, Candis Hagaman, William R. Winkler

**Others Participating** Dr. Mark Poarch-President, Randy Ledford, Donnie Bassinger, Mark Howell, Dena Holman, David Holman, Susan Wooten, Edward Terry, Donna Church. Guest: Barbara Harris, Rose Moon

The CCC&TI Board of Trustees met both telephonically and virtually in regular session on Wednesday, January 19, 2022 at 11:30 a.m.

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

**ETHICS STATEMENT**

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

*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 conflicts. Does any Board member have any known conflict of interest or appearance of conflicts 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 matters involved. (N.C.G.S. 138A-15(e))*

## MINUTES

A motion was made by Bill Stone and seconded by Jerry Church to approve the December 2021 Board meeting Minutes (**Attachment A**). After a roll call vote, the eleven board members participating in the meeting voted to approve the Minutes as presented. The motion carried with eleven votes approving the motion.

## COMMITTEE REPORTS

### **Executive Committee:**

The Board's Executive Committee met on Thursday, January 6, 2022 at 9:00 a.m. for the purpose of discussing a new Vaccination Policy as shown in the committee meeting minutes in **Attachment B**. Dr. Poarch thanked the committee members for their willingness to meet virtually to discuss the new vaccination policy as shown in **Attachment B-1**. Committee Chairman Jim Sponenberg asked the Executive Committee to take up the matter of the vaccination policy as shown in the minutes of the January 6<sup>th</sup> meeting so that it could be put in place as quickly as possible. Dr. Poarch informed the board that the primary focus is on health sciences programs, and he has asked both Barbara Harris, Dean of Health Sciences, and Rose Moon, Director Human Resources to attend the meeting today to answer any questions that may arise from the discussion. Both have worked very hard to flesh out a policy that would work for all involved. Barbara explained that because of the mandates regarding health care workers, we must meet the medical requirements of our clinical partners. They require certain medical requirements, and the vaccination is one of those requirements. Within the policy being discussed, we also have to grant medical or religious exemptions when needed, so we drafted the Vaccination Policy (**Attachment B**), which has been vetted by the college attorney and recognizes the privacy of employees and students. It was also noted, that even though the college may grant approval for the exception, the facility may impose additional requirements. Barbara also explained that if there are additional requirements (such as COVID testing) from the facility, these will be at the expense of the employee or students. We also have a team working on getting the needed forms electronically. She also informed the board that they met with about 30 individuals about the requirements to make them aware of what is being required. Rose Moon also informed board members the reason there is an employee component is because they are sometimes in the same medical environments.

Dr. Poarch announced that there is an opportunity for students and employees to appeal if they disagree with college decisions regarding exemptions. Students and employees would follow the respective grievance procedures for appeals.

**Athletics Committee:**

In the absence of the Committee Chairman Joel Carroll, Chris Barlowe was asked to give the Athletics Committee report. Chris Barlowe informed board members that the Board's Athletics Committee met December 14, 2021 at 10:30 a.m. for the purpose of discussing Athletic scholarships. He presented, for information purposes, the Athletic Committee Meeting Minutes as shown in **Attachment C**.

**Building and Grounds Committee:**

Committee Chairman Bill Stone reported that bids are being received for the upfit of the new welding shop in J Building and the survey has been completed and sent to the architect for the final drawings on the athletic field. He also informed the board that the final specs for the sign at the BCAT Building are being completed and a permit drawn up.

Bill Stone informed board members that we need to have some type of estimate on the projected size of the new health sciences building. He is concerned that we will not be able to get the supplies we need because of the slowdown of shipments due to COVID. We need to know what size building we want before we start something that we can't afford. Dr. Poarch informed the board that Donnie Bassinger has met with our health sciences department to make sure that we have what we want in the building. He further stated that we will be mindful of the size and the supplies needed and make the commissioners aware we may need additional help with funding.

**Curriculum Committee:** No report

**Finance Committee:**

Committee Chairman Jerry Church made a motion to accept, with gratitude, the Gifts to the Institution this period in the amount of \$922,708.27 (**Attachment D**), and the In-Kind gift donation to our cosmetology department as shown in **Attachment D-2**. Chairman Jerry Church then made a motion to approve the Interim Financial Summary Report for December 2021 (**Attachment D-1**). After a roll call vote to approve Attachments D, D-1, and D-2, the eleven board members participating in the meeting voted to approve the attachments as presented. The motion carried with eleven votes approving the motion.

### **Personnel Committee:**

Committee Chairman Alvin Daughtridge presented, for information purposes, the following employments/resignations/retirements: the employment of Walter Whitley, Full-time Technician Computer Services-Watauga Campus (**Attachment E**); employment of Dr. Scott Kehiaian, Full-time Business Administration Instructor (**Attachment E-1**); employment of Courtney Moody, Full-time Cosmetology Instructor (**Attachment E-2**); employment of Jerry Brooks, Full-time Garage Mechanic, Truck Driver Training (**Attachment E-3**); employment of Richard Smith, Full-time Accounting Instructor (**Attachment E-4**). The resignation/retirement of Kimberly Lackey, Full-time Director Student Activities (**Attachment E-5**); the resignation of Lindsay Runion, Full-time Radiography Instructor (**Attachment E-6**); and the resignation of Leslie Deal, Full-time Director/Instructor Nuclear Med Program (**Attachment E-7**).

### **Policy and Legislative Committee**

Committee Chairman Jim Sponenberg thanked the Board's Executive Committee for moving forward on the vaccination policy as shown in the committee's December 14, 2021 meeting minutes (**Attachment F**).

### **SGA REPORT**

SGA President Brianna Swanson announced that SGA hosted a Welcome Back for students on Jan. 12 and 13, 2022. They provided free drinks from Blue Moose. They were also going to have a Thrive and Alive program, but due to weather conditions had to cancel the event.

Vice President of Students Dena Holman announced that spring enrollment is currently at 3,388 which is down just a little over last spring, but we still have some late starting classes that have not been included in the count and will increase the enrollment in February.

### **PRESIDENT'S REPORT**

Dr. Poarch presented, for information, the Civic Center Monthly Report for December 2021 (**Attachment G**), which gives an annual look at the activity at the Civic Center and shows events are down from this time last year due to COVID.

Dr. Poarch presented, for board approval, the 2022-2023 Academic Calendar as shown in **Attachment H** of the board packet. Dr. Poarch explained that the fall semester will begin on August 18, with Employee Kickoff being held on August 11. All were asked to look at the calendar section for December, which shows the proposal of a new winter session beginning on December 5<sup>th</sup>. The winter session is a condensed session, which is like a mini-semester

inside of our traditional calendar. The winter session will begin on Dec. 5<sup>th</sup> and conclude on Jan. 5<sup>th</sup>. Randy Ledford informed the board that all courses for the winter session will be online classes. Dr. Poarch also informed the board that some students have wanted us to offer a winter session in the past, but we never have been able to until now. In order to offer the winter session, we will also have to make sure we provide support staff during the Christmas break. Randy announced that we will offer a mixture of courses, but most will be in general education. Dr. Poarch announced that this session should boost our enrollment numbers. After a roll-call vote from the eleven board members participating in the meeting, the vote was passed unanimously by all eleven members to approve the 2022-2023 Academic Calendar as presented.

Dr. Poarch presented a digital presentation of the sign for the TAPS Center as shown in **Attachment I**. He reminded board members that the Building and Grounds Committee already met to discuss the specifications for the new sign. Donnie Bassinger distributed a copy of the drawing for the sign with the specifications. He also informed board members that the sign will be an LED, internally illuminated sign. Our electricians will take care of the wiring for the sign. It will measure 10 feet wide and 9 feet tall. We plan to place the sign parallel between the Truck Driver Training Facility and the Paul Broyhill Center for Advanced Technologies building. Dr. Poarch announced that all standards and DOT requirements will be met when the sign is installed, and landscaping will also be completed.

Dr. Poarch gave an update on the Mount Herman Road Property as shown in **Attachment J** (3-1P Form). Dr. Poarch informed board members that the Property is being donated by Brett Waters and that his father, Jerry Waters passed away a few days ago. He informed the board that the 3-1P Form required by the State Board has been completed and will be a part of the State Board Meeting agenda later this week. Dr. Poarch also stated that we had to send them the information on the property that gives them a brief description of the property. He also explained various parts of the property as shown in Attachment J.

Dr. Poarch explained the picture of the property to the board. It is the small Piece that goes with the bigger piece that contributes to the road frontage, which is  $\frac{1}{4}$  of an acre and gives 140 feet of road frontage. He has been in touch with the college's attorney about the property and things are moving forward. The State Board should approve the donation of the property on Friday, and we can finalize everything in the coming weeks. Donnie announced that when we get the environmental testing results we plan to get a survey done of the property.

Dr. Poarch gave a Legislative update to members of the board. He announced that the three-year budget request from the President's Association (NCACCP) has been approved. They are focused on two things; FTE value and employee raises. Once the State Board approves the budget request, the presidents will begin working with their legislators to alert them about the request. Dr. Poarch announced that we are waiting on word about our Capital funds so we can move forward with our projects. He agreed to inform board members once he received word of Capital funds.

Dr. Poarch gave a COVID update as it pertains to the college. We continue to require masks be worn indoors. There has been an increase in cases for both students and employees so we are being diligent with the masks. We have partnered with the Health Department and will offer a booster and vaccine clinic on campus this Friday. We have had several situations where employees did not have the booster and had to quarantine.

Dr. Poarch presented, for information, the Letters, News Articles and Board Highlights (**Attachment K**).

#### **CHAIRMAN'S COMMENTS**

Chairman Taylor announced that it is getting harder and harder to line up Meetings with the commissioners and board of education both here in Caldwell and in Watauga so Dr. Poarch is talking with them to see if one meeting a year will suffice instead of two a year for Watauga and two a year for Caldwell. He will work with them on the dates and report back to us.

Chairman Taylor reminded board members that the February meeting date was changed to Tuesday, February 15<sup>th</sup> due to Dr. Poarch having to meet with the President's Association on our regular meeting date of Wednesday, February 16<sup>th</sup> as shown in **Attachment L**. Other dates may also have to be changed in the future due to meeting schedules, but we will deal with those on a case by case basis.

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

**ADJOURNMENT** There being no further business the meeting adjourned.

---

Donna Church, Recording Secretary

---

Ann E. Smith, Board Secretary/Treasurer