

**CCC and TI Board of Trustees Meeting
Minutes**

Wednesday, June 22, 2022

The CCC&TI Board of Trustees met in regular session on Wednesday, June 22, 2022 at 11:30 a.m. in the Forlines Board Room.

Board members present:

Larry W. Taylor-Chairman, Jerry T. Church, Alvin W. Daughtridge, Wongalee Thomas, James E. Sponenberg, William "Bill" Stone, Christopher Barlowe, Ann E. Smith, Joel Carroll, Dale Hamby, Candis Hagaman, William R. Winkler, Lowell Younce

Board members absent:

Ronald Bean, Brianna Swanson-SGA

CCC&TI Staff and others present:

Dr. Mark Poarch-President, Donnie Bassinger, David Holman, Dena Holman, Liz Silvers, Donna Church, Edward Terry.

The meeting was called to order by Chairman Larry Taylor and the invocation was given by Trustee Billy Ralph Winkler.

**ETHICS
STATEMENT**

Trustee Ann Smith reviewed the following Ethics Statement with board members:

*In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances 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))*

MINUTES

A motion was made by Ann Smith and seconded by Wongalee Thomas to approve the May Board Meeting Minutes (Attachment A) as presented. The motion carried.

COMMITTEE REPORTS

Executive Committee: No report.

Athletics Committee:

Committee Chairman Joel Carroll stated that we have had an outstanding year with our athletic teams. Our baseball team finished 49 and 9, and we will add volley ball next fall.

Building and Grounds Committee:

Committee Chairman Bill Stone presented, for information, the Building and Grounds Committee Meeting Minutes for May 18, 2022 (**Attachment B**).

Committee Chairman Bill Stone updated board members on the following construction/renovation projects:

Sports Field: plans are being finalized with Lenoir's Planning Department for the correct zoning of the Roy Coffey property. Also, as soon as we get notification from the City of Lenoir that it is okay to begin, we are ready to schedule the soil boring for the field. Design drawings for the parking lot and bathrooms are also underway.

Watauga Addition: a meeting was held last Wednesday to begin the initial drawings with the architects for the nurse's area. Our nurses have given their feedback on the potential layout of the top floor of the building. The top floor will be for the nursing program and the occupational programs will be on the bottom floors.

Health Sciences Facility: the Clark Nexsen Architectural Firm was on campus on June 7, to begin the planning of the new health sciences facility. The visit included discussions regarding the programming and a tour of all the areas expected to be using the facility.

Welding Lab: The fan for the new welding lab is here and is being installed next week, which will finish the renovation for this area.

Building Doors: The installation for the new automatic door access controls will begin today, June 22nd.

Curriculum Committee: No report

Finance Committee:

Committee Chairman Jerry Church made a motion to approve Blanket Travel for the President and Trustees as shown in **Attachment C**. The motion carried.

Committee Chairman Jerry Church made a motion to approve the following authorization for the President to pay salaries and other expenses until the beginning of the new year as shown below. The motion carried.

Authorization of President, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of the fiscal year until the board of trustees can adopt a budget resolution based on actual allotment of funds.

Chairman Church made a motion to approve the State Budget Transfers from May 1-31, 2022 as shown in **Attachment C-1**. The motion carried.

Chairman Church made a motion to approve the Interim Financial Summary Report for May 2022 as shown in **Attachment C-2**. He also noted that the report showed that we are now 91% through the year. The motion to approve Attachment C-2 carried.

Chairman Church made a motion to approve the Audited Financial Statements for Year ended June 30, 2021 (**Blue Folder**). He asked all to look at page 2 of the report, where the auditors state that the financial statements were presented fairly which sums up the audit and shows that there were no issues needing response. The motion to approve the Audited Financial Statements carried.

Chairman Church asked President Poarch to explain the student fees changes to the board. Dr. Poarch informed the board that they tried to make the Student Fees sheet as easy to read as possible. He further explained that there were increases in the malpractice fees, the cosmetology kit, the criminal background checks, and the nursing ATI costs. All others are normal increases, such as Truck Driving fees increasing due to fuel costs. Chairman Church made a motion to approve the 2022-23 Student Fees (**Attachment C-3**) as presented. The motion carried.

Personnel Committee:

Chairman Alvin Daughtride presented, for information, the following employments, resignations and retirements: the employment of William Petree, Full-time Communications Instructor (**Attachment D**); the employment of Susana Perez-Chapman, Full-time Medical Office Administration/Office Administration Instructor (**Attachment D-1**); the employment of Maggie Flanigan, Full-time Visual Arts Instructor (**Attachment D-2**); the employment of Kathryn Hoover, Full-time Coordinator Oral and Written Communications Instructor (**Attachment D-3**); the employment of Stephen Gabriel, Full-time Chemistry Instructor (**Attachment D-4**); the employment of Debby

Lattimore, Full-time Communications Instructor (**Attachment D-5**); the employment of Ashley Thomason, Full-time Counselor, Counseling & Disability Services – Caldwell (**Attachment D-6**); the employment of Sheri LaDuke, Full-time Psychology Instructor (**Attachment D-7**); and the resignation of James Womack, Full-time Truck Driver Training Instructor (**Attachment D-8**); the Retirement/Resignation of Robin Ledford, Full-time Administrative Assistant, Human Resources (**Attachment D-9**).

Policy and Legislative Committee: No report

SGA REPORT

In the absence of the SGA President, Dena Holman announced that SGA met for an annual planning session for the new SGA Officers and celebrated the end of the year. They also went to the Asheboro Zoo. Emily Norwood is the new SGA President for the 2022-23 academic year.

PRESIDENT'S REPORT

President Poarch presented, for information purposes, the Civic Center Monthly Report for May 2022 (**Attachment E**); the Summer 2022 Enrollment Report (**Attachment F**) and Letters, News Articles and Board Highlights (**Attachment I**).

Dr. Poarch informed the board that he and Trustee Jerry Church met with various legislators on June 8, 2022, Community College Day in Raleigh. They spoke to them about additional funds that could help with the various projects we are currently doing.

Dr. Poarch announced that there are two letters in their Blue Folders. One is the Local Budget Request for Caldwell and the other is the Local Budget Request for Watauga. He announced that our Caldwell Budget Request were fully funded with an increase. Last year they approved \$3.3 million dollars and this year they increase the budget to \$3.7 million dollars. Dr. Poarch also announced that the Watauga Budget requests were also fully funded with an increase of \$47,000. Dr. Poarch expressed his appreciation for both the Caldwell County Commissioners and the Watauga County Commissioners.

Dr. Poarch informed the board, for information purpose, that BLET (**Attachment G**) and Radiography had a pass rate (**Attachment H**) of 100%. Radiography has had a 100% pass rate for the last six years.

Dr. Poarch announced that Thursday, June 23, 2022, from 2-5pm, we will be hosting a group from Blue Cross. They are doing a tour across the state to learn about what we are doing here at the college. They are trying to learn more about what community colleges are doing to meet the needs of the community. All Board members were invited to attend. They will be touring the Lineworker building and the BCAT Building.

CHAIRMAN'S COMMENTS

Chairman Taylor presented, for information, the Trustee Reappointment letter for Alvin Daughtridge (**Attachment J**); Jim Sponenberg (**Attachment K**); and Dale Hamby (**Attachment L**). Chairman Taylor and the board congratulated them on their reappointment.

Chairman Taylor presented a draft of the 2022-23 Board Committee Assignments (**Attachment M**). All were asked to review the assignments and let him know before the July meeting, if they want to make any change.

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

All were reminded that the next meeting will be held on Thursday, July 21, 2022 at 11:30 am in the Forlines Board Room.

UNFINISHED BUSINESS

Dr. Poarch introduced Mrs. Liz Silvers who will be reviewing the Trustee Evaluation Summary (**Blue Folder**). Liz informed the board that the background reason for the summary is that it is part of the SACSCOC Reaffirmation process. The Self Evaluation is a new part that has been recently added the affirmation process. Liz announced that the summary definitely shows that our Board works really great

together. Everything on the summary about the board was 100%. The Policy Role was 100%, and knowledgeable and good relationships with the community was also 100%. There were 15 evaluations distributed and 12 were returned. The comments talked about how good the board advocates for the community and the college. The Areas of Improvement: most felt that they could improve on communication, safety, security, have better participation in events and retention and recruitment. The section where the board answered "As a Trustee, I am most pleased about?"; you were most pleased about our President, the hard work of the trustees, how our board works together, etc. A few of the concerns consisted of intersectionality of the board, safety and security, funding for salary increases, where the next generation of leaders will come from, and turnover of personnel. Liz announced that overall, this was a very good report.

NEW BUSINESS

Chairman Taylor announced that the Executive Committee met at 10:30 a.m. today to discuss the 2022 Presidential Evaluation results. Trustee Billy Ralph Winkler and Ann Smith reviewed some of the evaluation comments with the board. It was also noted that on a scale from 0-5 almost all gave a 5 rating, with 5 being the highest rating.

Trustee Jerry Church recapped the evaluation results. Board: 15 evaluations were distributed, and 13 were returned. It is a requirement of the board to evaluate the president. Going forward we need 100% participation from the board on the presidential evaluation. There were 35 faculty/staff and community member evaluations distributed, and 28 were completed and returned. A total of 50 evaluations were distributed in all. Overall, 82% of the evaluations were returned. Results from the board were rated at nothing less than a 4, and the majority of the evaluations were a 5. Results from faculty/staff/community were mostly 5, with a few 3s and 0 (not observed). Overall these were great results.

CLOSED SESSION:

Pursuant to the provisions of N.C.G.S. 143-318.11, a motion was made by Jerry Church and seconded by Bill Stone to go into Closed Session for the Purpose of reviewing the 2022 Presidential Evaluation results. Chairman Taylor announced that there will be a report following the Closed Session and the Board will reconvene.

A motion was made by Ann Smith and seconded by Billy Ralph Winkler to come out of closed session. The motion carried.

A motion was made by Bill Stone and seconded by Jim Sponenberg to add one year to the current Presidential contract: the ending term date will change from 2025 to 2026. The motion carried.

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna L. Church, Recording Secretary

Ann E. Smith, Board Secretary/Treasurer