

**Caldwell Community College and Technical Institute
Board of Trustees Regular Meeting Minutes
Friday, December 15, 2023**

The Caldwell Community College and Technical Institute Board of Trustees met in regular session on Friday, December 15, 2023 at 8:00 a.m. in the Forlines Boardroom

Board Members present:

Larry Taylor-Chairman, Jerry Church, Alvin Daughtridge, Wongalee Thomas, James Bradshaw, Dale Hamby, Bill Stone, Joel Carroll, Jim Sponenberg, William R. Winkler, Candis Hagaman, Ann Smith, Lowell Younce

Board Members absent:

Chris Barlowe, Katelynn Hollar-SGA

CCC&TI Staff and others present:

Dr. Mark Poarch-President, Dr. Jason Chaffin, Donnie Bassinger, Dr. Dena Holman, Ronald Holste, Martin Hubner, Rashelle Penley, Amy Bowman, Susan Wooten, Liz Silvers, Lauren Saunders, Marla Christie, Christina Bryant

Chairman Taylor called the meeting to order and asked Trustee Wongalee Thomas to give the invocation.

ETHICS STATEMENT

Trustee Dale Hamby 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))*

INTRODUCTIONS

The following new employee was introduced to the Board: Brenda Lewis, Full-time Transition Advisor, Early College.

MINUTES

A motion was made by Bill Stone and seconded by Jerry Church to approve the November Meeting Minutes (**Attachment A**) as presented. The motion carried.

COMMITTEE REPORTS

Executive Committee: No report

Athletics Committee:

Committee Chairman Joel Carroll informed the board that our athletics programs continue to be excellent, our men's basketball team is 7-1 at this time. They are currently in a three-day tournament at Brunswick Community College, December 15th through December 17th. They are a very exciting team to watch. Our volleyball team finished as well as we could expect in its second year of the program. Committee Chairman Joel Carroll stated they won the Region 10 Tournament, they won the Mid-Atlantic District Tournament, and they qualified for the nationals. For the first time ever in our volleyball program's history, one of our ladies, Laney Craig, became First Team All-American. That's a great honor for her and for our college. Brian Harris was named Coach of the Year. Committee Chairman Joel Carroll said things are looking good down in the Cobra Pit.

Building and Grounds Committee:

Committee Chairman Bill Stone gave a facility update on our three active projects:

Athletic Field:

All grinding is complete and in the process of hauling off the mulch and remains of the house that was removed. Grading of the field began this week and will take around 2-3 weeks. The sewer line has been installed and currently working with Duke Power, AT&T and Spectrum on moving their lines.

Occupational Addition:

A Pre- Construction meeting will be held on Tuesday December 19th in the boardroom. This is a required meeting for the state monitor to meet with the contractor to go over State Construction Regulations.

Health Sciences Facility:

The survey for the property has been ordered as we begin the schematic phase of the process. The first schematic design meeting was held Wednesday, December 13th with the architects and the college team. Chairman Stone said he hopes when the survey is complete, we will know exactly where the building is going to be located and how it will look with our other buildings. Dr. Poarch stated that the contractors are working on a couple of scenarios based on the feedback we provided thus far. Early in the next year, they will present the pros and cons of two options to be reviewed so we can make our final decision.

Donnie Bassinger, Vice President of Operations, presented a PowerPoint presentation with before and after photos of the work that has been completed on the Athletic Field. He said we will save some money on mulch next year because we have a huge pile curing that came from this project. They're hauling a lot of dirt out of there. We are going to use some of the dirt for our new substation. Donnie said Hilton has been great to work with. Committee Chairman Bill Stone asked if we had a completion date yet. Donnie said he was told about eight months from start to finish. The water and sewer are already run. We're moving as quickly as we can. Dr. Poarch said we were hoping to be

finished by early summer so the sod would have a chance to take before we offer classes on it hopefully, in the fall.

Curriculum Committee: No report

Finance Committee:

Committee Chairman Jerry Church made a motion to approve the Interim Financial Summary Report for November 2023 (**Attachment B**) as presented. He noted that we are 5 months into the year. The motion carried.

Committee Chairman Jerry Church made a motion to approve the State Budget Transfers for July 1 through November 30, 2023 (**Attachment B-1**) as presented. He noted that we would clean this document up next time to exclude the columns that don't have any activity so that it's easier to read. The motion carried.

Committee Chairman Jerry Church made a motion to accept, with gratitude, the Gifts to the Institution this period in the amount of \$917,627.18 (**Attachment B-2**) and the In-Kind Gift Donation of Avaya telephones from Haywood Community College as shown in **Attachment B-3**. The motion carried.

Chairman Church announced that the Finance Committee met on December 12, 2023 to review the College FY 2023/2024 Budget (**Attachment B-4**). The committee approved the budget as presented to come before the full board for approval. Committee Chairman Jerry Church, on behalf of the Finance Committee, made a motion to approve the College FY 2023/2024 Budget as presented. The motion carried.

Personnel Committee:

Committee Chairman Alvin Daughtride presented, for information purposes, the following employments and resignations: employment of Brenda Lewis, Full-time Transition Advisor, Early College (**Attachment C**); employment of Kelly Harrison, Full-time English Instructor (**Attachment C-1**); Resignation of Mindy Stewart, Full-time Technician, Financial Aid (**Attachment C-2**); resignation of Jennifer Campbell, Full-time Office Administration Instructor (**Attachment C-3**); and the Resignation of Walter Whitley, Full-time Technician, Computer Information Services (**Attachment C-4**).

Committee Chairman Alvin Daughtride presented, for information, the Staff Information Comparison Report as shown in **Attachment C-5**. He stated that there was a lot of interesting information included in this report. Dr. Poarch said he wanted to share this with the board for a snapshot of where we are with our employee make-up. We continue to grow; the number of our employees is just under 600. Dr. Poarch stated that our Human Resources Director, Rose Moon, has to submit this report to the System Office every year.

Policy and Legislative Committee:

Committee Chairman Jim Sponenberg presented, for information, the Board Appointment Sheet (**Attachment D**). Dr. Poarch said it was a good idea for the board members to have an up-to-date list of who our Board members are, who appointed them and how long their term will last. Dr. Poarch

stated that we did bold those individuals that their term will expire in the next calendar year. He also asked the Board members to let us know if any of their information is incorrect.

Committee Chairman Jim Sponenberg also informed the Board that he and the Policy and Legislative Committee members have spoken and agree to approve our SGA President to serve as ex-officio, non-voting member of the board. He said that's the way it has been for many years, and we want to keep it that way. We want our students to have representation on the board. Committee Chairman Jim Sponenberg, on behalf of the Policy and Legislative Committee, made a motion to approve our SGA President serving as ex-officio, non-voting member of the board. The motion carried.

SGA REPORT

In the absence of the SGA President, Katelynn Hollar, Dr. Dena Holman gave the report. Dr. Holman informed the board that SGA has concluded all of their activities for the fall semester. They have been busy with 50 to 60 different activities across campus throughout the semester. As far as registration goes, we currently have just under 3,000 students registered for the spring semester. The fall semester ended yesterday; we'll start spring classes back in January. Dr. Holman informed the board that we still have some registration to do. Usually, we average about 400 students registering online over the Christmas holiday.

FOUNDATION UPDATE

Marla Christie, Executive Director of the College Foundation, announced that she has some phenomenal news to share with the board. Marla said the foundation is so grateful to have people in this community and in this room, who think so much of the college and what we do. We've been beyond blessed this month to be the beneficiary of three important estate gifts. Two of these gifts are within the top three in the history of the foundation. AP Anderson, a Caldwell County native, who loved this community, the college and the foundation left us \$2 million dollars. Several facilities within the community are named after AP Anderson. Marla said AP was always the first to respond to requests and also always the first one to make his annual fund drive pledge. Ray Jones who also loved this community, the college and the foundation and was also a Caldwell County native and a World War II veteran left us the largest gift the foundation has ever received followed by AP Anderson and then Jack and Shirley Robbins from several years ago. After returning from the war, Ray Jones spent the rest of his career working at the Post Office. She said he could tell you where Dr. Poarch grew up; he loved Dr. Poarch. Marla said she had the opportunity to get to know him better over the last two years. He helped the foundation tremendously with the last two campaigns. Mr. Jones was always excited to tell stories about the college. He would have turned 95; yesterday was his birthday. Marla announced Ray Jones left us \$2.8 million dollars. Also, Jack Greene who lived here in Hudson, passed away earlier this year. He was a student here at the college and was the neighbor of Janet Winkler. Mr. Greene earned his associate's degree here at Caldwell Community College. He worked in the furniture industry and ended up retiring from Kincaid Furniture. Marla announced that Jack Greene left us \$216,000. That's quite a Christmas gift to the foundation, over \$5 million dollars in one month. She said the Foundation Board met earlier this week; they are planning for their 2024 Annual Fund Campaign. The foundation will be honoring the college's 60th anniversary this year; it's going to be an exciting time, and they look forward to putting some dates on the calendar to celebrate. Marla said we're going for \$460,000 in 60 years; that's the foundation goal for this year. The foundation is very grateful for these estate gifts and wanted to share the love with you. Trustee Joel Carroll said that Dr. Poarch was big in this collaboration and without his relationship with Mr. Jones, we would not have received that \$2.8 million dollars. He said they believe in Dr. Poarch and his interest in this college. Dr. Poarch said this community believes in this college. Chairman Larry

Taylor said the community college is the single most important thing that's ever happened in Caldwell County.

60th ANNIVERSARY UPDATE

Dr. Jason Chaffin, Chief of Staff, and Amy Bowman, Executive Director, Communications and Public Relations, gave an update from the 60th Anniversary Committee. Dr. Chaffin said they have a great team working on plans for next year's activities to celebrate the 60th anniversary. A handout is provided with planning highlights for the 60th anniversary celebration. Dr. Chaffin informed the board that the first highlight is a Save-the-Date for the main activity planned for the spring celebration which is on Thursday, March 7, 2024 from 11:30am – 1:00pm on the Caldwell campus. He said they have planned a luncheon and celebratory activities in the GYM. Dr. Chaffin said they also wanted to share some of the graphics they've put together with Ron Wilson in the printshop. At the top of the handout is the official logo for the 60th anniversary. The 60th anniversary is the diamond anniversary, so Ron incorporated a diamond into the logo. He did an awesome job. Also, down in the right-hand corner, on the front page is the banner designs that they've ordered to put on the poles in the parking lots on the Caldwell campus. Dr. Chaffin said they are going to put two banners on each pole, one on each side of the pole. They're working on how to do something similar on the Watauga campus; they have the challenges of the weather and wind that make banners like these not as practical in Watauga. Dr. Chaffin announced that the English department is working on a CCC&TI cookbook project; they are soliciting recipes from students, employees, retirees and board members through February 1st. If you would like to share one of your recipes, there is a template that will be shared via email along with the email address to submit it to. Dr. Chaffin informed board members that Susan Wooten and her team are working on a video to commemorate the 60th anniversary and highlight some of the milestones of the college's history. They're coordinating with the bookstore to order merchandise to celebrate the 60th anniversary. Dr. Chaffin said they are working on additional activities for both campuses for the fall to provide opportunities for our students and the community to get involved.

PRESIDENT'S COMMENTS

Dr. Poarch wished everyone a Merry Christmas and thanked them for what they do for the college. He said we will be here until noon on Friday, December 22, 2023. We will return on Tuesday, January 2, 2024.

Dr. Poarch presented, for information, the Civic Center Monthly Report for November 2023 (**Attachment E**).

Dr. Poarch presented, for board approval, the School System Memorandum of Understanding, "MOU" (**Attachment F**). He said the General Assembly is now requiring community colleges and school districts to have an official, board approved Memorandum of Understanding for our Career and College Promise programs. In the past, we've operated on a handshake with our school superintendents, but we're now required to have this for both districts. Dr. Poarch informed the board the we've only given you one example, but the MOU is the same for both Caldwell and Watauga county. Dr. Poarch went over some highlights from the MOU and said the board would need to approve the MOU for both locations. A motion was made by Lowell Younce and seconded by Dale Hamby to approve the Memorandum of Understanding. The motion carried.

Dr. Poarch said he and a group from the college went to the SACSCOC Conference in Orlando, FL at the beginning of December. He met with our SACSCOC Vice President on Sunday, December 3rd. He

shared the good news that our 5th year report that we were required to submit that came before the board earlier in the year was fully approved by the SACSCOC Board. Dr. Poarch announced we were one of six community colleges that were approved without having to do additional work. He stated that we have also been approved for our partnership with Cleveland Community College to offer Medical Sonography on their campus which the board has already approved for us to do. Dr. Poarch gave an accreditation update on the new Legislation for Accreditation. (**Attachment G**). Dr. Poarch informed the board that the new legislation prohibits colleges from using the same accrediting agency for consecutive cycles. We were approved by SACSCOC and accredited by them in 2017; our next cycle will be the class of 2027. Dr. Poarch said we go through the process every 10 years. This legislation prohibits us from using SACSCOC for our next cycle, but it's not clear when that's going to start for colleges. There's a three-year window where the legislation says that if a college can't get approved by another agency within three years of their accreditation, they don't have to change for the next cycle, which would put us in 2037. We're in limbo along with four other North Carolina community colleges. Dr. Poarch reminded the board that our Federal funding and Financial Aid for students is contingent upon us being an accredited institution. Dr. Poarch said we've been with SACS since 1964, and for us to have to change is going to be a big deal. It's going to be expensive and take a lot of time. We're hopeful that we can stay with SACS one more cycle. Dr. Poarch said he wanted the board to be aware of this, and we'll keep you updated.

Dr. Poarch shared, for information, our Small Business Center received a state award for the Camp Enterprise Program, the Excellence in Innovation Award in Services/Collaboration (**Attachment H**). This is a great partnership between the community college, the Town of Hudson, the HUB Station, rotary, the school system, and a few others. This is for entrepreneur type students. Dr. Poarch said it's neat to see the progress these students make over their three-day camp. The college has been giving the winning team a scholarship. Each student on the winning team receives a \$500 scholarship from the foundation. Dr. Poarch said it's an honor to win this award. Kudos to Carmela Tomlinson, Trustee Ann Smith and all of the others involved in this project.

Dr. Poarch shared, for information, Allocation for Faculty Recruitment and Retention (**Attachment I**) and Allocation for Nursing Faculty Salary Adjustment (**Attachment J**). Dr. Poarch stated that these are additional salary dollars flowing into the institution that are in addition to the 4% raise that all full-time employees received. Dr. Poarch stated that the Allocation for Faculty Recruitment and Retention (**Attachment I**) is for faculty who teach specifically in tier 1A and tier 1B. These are high cost programs like Healthcare, Engineering, IT, Welding, Truck Driving, Lineman, etc. Dr. Poarch said this is a significant investment. There's \$750,000 in recurring state funds for this purpose. Dr. Poarch said we are currently working with Human Resources to determine how these funds will be allocated. Dr. Poarch stated the Allocation for Nursing Faculty Salary Adjustment (**Attachment J**) is specific to Nursing faculty. You'll see an additional \$173,000 for Nursing faculty salaries. Between the two, there's right at \$900,000 in additional salary money coming into the institution. Unfortunately, we can't take that and distribute it widely across the institution. It is legislatively mandated in the areas that we can give the money to, which does cause us challenges. Dr. Poarch said our hands are tied when it comes to this money.

Dr. Poarch gave a Legislative update to members of the board. He announced the President's Association approved unanimously this week a proposed revision to the funding model. Dr. Poarch said he will spend more time on this at the January Board of Trustee meeting as we prepare for the short session. It will change our business model from what is now tiers to employment sectors. Dr. Poarch

said this will go to the Trustees Association in early 2024. It will go to the state board for approval in February. Dr. Poarch informed the board this will be called Propel NC.

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

CHAIRMAN'S COMMENTS

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

Chairman Taylor informed the board that there will be a discussion at the next board meeting concerning changing the board meeting dates to the 3rd Tuesday of each month to allow Dr. Poarch to participate in the NCACCP meetings.

ADJOURNMENT

There being no further business, the meeting adjourned.

Christina Bryant, Recording Secretary

Ann E. Smith, Board Secretary/Treasurer