

Attachment A

Caldwell Community College and Technical Institute Board of Trustees Regular Meeting Minutes Wednesday, January 17, 2024

The Caldwell Community College and Technical Institute Board of Trustees met in regular session on Wednesday, January 17, 2024 at 11:30 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, Chris Barlowe, Katelynn Hollar–SGA President

CCC&TI Staff and others present:

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

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

ETHICS STATEMENT

Trustee Lowell Younce 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 employees were introduced to the Board: Kelly Harrison, Full-time English Instructor; Andrew Capps, Full-time Director, Biopharmaceutical & BBB Liaison; and Matthew Xiong, Full-time Business Administration Instructor.

Women's Volleyball Team Recognition

The board recognized the Women's Volleyball Team. Board members congratulated them for their accomplishments both during their games and in the classroom. Everyone thanked the players for the way they represent CCC&TI.

Athletics Update

Jeff Link, Executive Director / Athletic Director, Student Engagement and Educational Partnerships, gave an update on the Athletics Programs. He informed the board that we have 90 student athletes at CCC&TI: we have 51 baseball players, 12 men's basketball players, 10 volleyball players, and 17 softball players. Jeff reviewed the fall 2023 GPA team data, and announced that we have 20 athletes on the President's List and 19 athletes on the Dean's List for the fall 2023 semester. The men's basketball is 15-1 on the season with a current 10-game winning streak and a 19-game home winning streak. Jeff announced that we haven't lost a game in the Cobra Pit since 2022. The next home basketball game is Friday, January 19th at 6:00pm. The Faculty-Staff Appreciation Game is on Friday, February 2nd at 6:00pm. Baseball and softball practice began on January 8, 2024. The first game for both teams is scheduled for February 2nd. Jeff announced that all four of our athletic teams have won a Region 10 Championship. Three out of four athletic teams have won a District Championship and have made a National Tournament appearance. The volleyball team finished with an overall record of 23-7, 2-2 at the National Tournament and tenth in the nation. Jeff said it meant a lot to the volleyball team and their families that Dr. Poarch came to the games in Cedar Rapids, Iowa. Jeff announced that since 2021/2022, we have played 322 games, won 240 and lost 82 of those games for a 74.5 winning percentage. Jeff said he wanted to thank our coaches for setting the standard with their expectations in the classroom. He also wanted to thank Maggie Murray; she has really helped with athletics. Maggie pulled together all of the data making sure that the athletes are taking the classes they need to take to graduate. Jeff thanked the Board of Trustees, Dr. Poarch and Dr. Dena Holman for all of their support of the athletic programs. Dr. Poarch and the Board of Trustees thanked Jeff Link for his leadership, for serving as our Athletic Director and for setting a high bar for our coaches and players. They also thanked Coach Brian Harris, who is coach of the year, for his leadership and his representation of the college.

MINUTES

A motion was made by Ann Smith and seconded by Chris Barlowe to approve the December Meeting Minutes (**Attachment A**) as presented. The motion carried.

COMMITTEE REPORTS

Executive Committee: No report

Athletics Committee: No report

Building and Grounds Committee:

Committee Chairman Bill Stone welcomed Trustee James Bradshaw to the Building and Grounds Committee and then gave a facility update on our three active projects:

Athletic Field: the permits have been applied for with the Town of Boone and expect to receive them this week. The grader has been contacted and is set to begin work as soon as the permits are in hand. The grading will be approximately a 30-day process.

Occupational Addition: the grading continues as the rain has slowed things down. The building has been laid out, and the footers are scheduled to be dug this week.

Health Sciences Facility: the meetings continue for the schematic design.

Curriculum Committee: Committee Chairperson Wongalee Thomas stated there was no report but announced she would like to welcome Trustee James Bradshaw to the Curriculum Committee.

Finance Committee:

Committee Chairman Jerry Church presented for information, the Finance Committee Meeting Minutes from December 12, 2023 (**Attachment B**).

Committee Chairman Jerry Church made a motion to approve the State Budget Transfers for December 1 through December 31, 2023 (**Attachment B-1**) as presented. The motion carried.

Committee Chairman Church made a motion to approve the Interim Financial Summary Report for December 2023 (**Attachment B-1**) as presented. The motion carried.

Personnel Committee:

Committee Chairman Alvin Daughtride presented, for information purposes, the following employments and resignations: employment of Matthew Xiong, Full-time Business Administration Instructor (**Attachment C**); employment of Andrew Capps, Full-time Director, Biopharmaceutical & BBB Liaison (**Attachment C-1**); employment of Caleb Craig, Full-time Director, College Stores (**Attachment C-2**); employment of Eva Lopez, Full-time Housekeeper, Environmental Services (**Attachment C-3**); employment of Noah Morales, Full-time Housekeeper, Environmental Services (**Attachment C-4**); and the Resignation of Trina Curtis, Full-time Director, College Stores (**Attachment C-5**).

Policy and Legislative Committee:

No report

SGA REPORT

SGA President, Katelynn Hollar, informed the board that SGA has been selling old basketball jerseys, and they're also preparing to celebrate Black History Month. Katelynn announced that SGA members are working on finalizing the hours for the Cobra Corner Market. Dr. Dena Holman, Vice President of Student Services, updated the board on spring registration numbers: we are currently at 3,438; last spring we had 3,466 students enrolled. Dr. Holman stated that they're still registering students every day.

PRESIDENT'S COMMENTS

Dr. Poarch presented, for board approval, the 2024-2025 Academic Calendar (**Attachment D**). Dr. Poarch asked Dr. Dena Holman to review the high points with board members. Dr. Holman announced that Employee Kick-Off will be on August 12, 2024. Fall semester will begin on August 15, 2024 and ends on December 13, 2024. Fall break is October 14-15, 2024 because that's when the System Office Conference is scheduled, and a lot of our faculty and staff like to attend the conference. The rest is typical holidays with the exception of our December holiday break. Dr. Holman stated that we close at noon on Friday, December 20th for the holidays. This year there are four mandatory annual leave days. In January the college will open back up on January 2, 2025 with spring semester starting on January 8th. Spring Break is March 12- 14th, and there's an extra day off for students at Easter. Spring semester ends on May 7th. Graduation is on Friday, May 9th with summer semester starting on May 19th and ending on July 30th. Dr. Poarch said he wanted to elaborate on the leave days in December. He said we ask employees to use annual leave days for the days that are not state holidays. Dr. Poarch said we did have an extra day built into our Christmas break, but a few years ago the state said colleges could

only have twelve holidays throughout the year and only three holidays at Christmas. Depending on when Christmas falls, we normally have employees take mandatory leave days. Once we close for Christmas break, we typically remain closed until after the New Year's holiday. Dr. Poarch reminded board members that two years ago the governor added a Personal Observance Day which doesn't roll over. He said sometimes employees will use this day for one of the mandatory leave days at Christmas. This year there's more mandatory leave days than normal. Vice-Chairman Jerry Church asked what if an employee doesn't have any or have enough annual leave days. Dr. Poarch said we may have newer employees that may not have enough days to cover the mandatory leave days, so we let them accumulate the time and pay it back. Vice-Chairman Church said he'd like for us to look into this to see if there's a legal way to take these days without employees having to take their annual leave time. Dr. Poarch said he will follow up with some of his colleagues to see what they're doing. We'll see if there are better options in the future. A motion was made by Joel Carroll and seconded by Dale Hamby to approve the 2024-2025 Academic Calendar (**Attachment D**) as presented. The motion carried.

Dr. Poarch shared, for information, a thank you letter for faculty member Steve Moore, Director of Collision Repair and Refinishing Technology (**Attachment E**). Dr. Poarch said this letter is from a student's mother. This student worked for Hendrick Honda during his high school years doing detail work; he has now been promoted to the Collision Center and has a promising career which she attributes to our program and program director.

Dr. Poarch shared, for information, the Duke Energy Foundation Grant (**Attachment F**) and the Blue Ridge Energy Foundation Grant (**Attachment G**). Dr. Poarch announced that Duke Energy recently awarded us \$40,000 for our Lineworker Program, and Blue Ridge Energy awarded us \$10,000 for a middle school initiative to educate students earlier about career opportunities in our community. This grant is specific to Caldwell County. Dr. Poarch said we are working with Dr. Phipps and his team on this project to engage middle school students earlier, and hopefully get them out into our businesses in the community and also bring them to campus to connect them with our educational programs.

Dr. Poarch announced we are going to give performance bonuses to full-time employees in their February checks. He said we receive a performance funding allotment every year. It's the one of the few allocations that can be carried forward and also the only pot of money that can be used for bonuses. Dr. Poarch said we have almost \$400,000 in performance funding that we earned a year ago that we were able to carry forward. Our Human Resource's staff is finalizing what that's going to look like. Dr. Poarch said this money would be used for people that were employed in the previous year when this performance funding was earned and are still currently employed with the college and don't have any conditions as far as their Employee Evaluations are concerned. Dr. Poarch said he's not sure we will be able to this next year.

Dr. Poarch presented, for information, the Caldwell County Commissioners Occupational Facility Overmatch Letter (**Attachment H**). Dr. Poarch said the building renovation and addition in Watauga is a little more than the \$5 million dollars allocated as part of our special capital allocation. As a result, we will need to use some of the regular SCIF (State Capital Infrastructure Fund) allotment that we received that was almost \$7 million dollars. Using that pot of money triggered a capital match from the county since Watauga County was a Tier 2 county at the time the funds were awarded. However, we didn't have enough money built up in the Watauga County match to fill that requirement. Dr. Poarch said we received an email from the state asking if the Caldwell County Commissioners would possibly transfer the match credit to Watauga County like they did a couple of years ago when we did the Student Services

Building. Dr. Poarch said he talked to the county manager about this; they put it on the agenda for their meeting in January. Dr. Poarch announced the Caldwell County Commissioners unanimously approved to transfer the match credit to Watauga County. Dr. Poarch said the Watauga County Commissioners are aware of this; they were informed about this at their meeting last night. The meeting went great; we're moving forward on this project. They also received a copy of this letter from Chairman Church. Dr. Poarch said we really appreciate Caldwell County helping us with this overmatch.

Dr. Poarch gave a Legislative update to members of the board. Dr. Poarch announced that he, Liz Silvers and Dr. Chaffin had a great meeting with Senator Ralph Hise last week on the Watauga Campus. They talked about Legislative priorities, but Senator Hise was much more interested in hearing about the local needs at the college. Senator Hise suggested that we think about our projects and compile a list of priorities to have on hand to send to him and other legislators as they go in to the short session especially non-recurring types of expenses. Dr. Poarch said that our team will be working on putting that list together. Dr. Poarch said that he also had a really good call with Representative Destin Hall. Dr. Poarch has been looking for an opportunity to try to recognize and thank the legislators for everything they did for the college in the previous session with the \$39 million-dollar allocation. Representative Hall said don't worry about that, but he did offer to come to our February Board of Trustee meeting. Chairman Taylor said we welcome Representative Hall to attend our board meeting in February.

Dr. Poarch shared, for information, a proposal for PROPEL NC (**Blue Folder**). Dr. Poarch said he wanted the board to have this because some will be going to Raleigh in March; this will be discussed during the seminar in Raleigh. Dr. Poarch said this is the Legislative ask as we go into the short session. Dr. Poarch stated we are proposing a new way to fund community colleges with PROPEL NC. We are currently funded based on tiers. Dr. Poarch said we have certain courses that are funded at higher levels based on various things like cost to run the program. This is a move to try to better align that and move away from Tier 1A, Tier 1B and Tier 2. Instead of putting them in tiers, our funding would be based on workforce sectors. Dr. Poarch gave healthcare as an example and said there's two levels of healthcare listed in the PROPEL NC document. Dr. Poarch said at the bottom of page there are the sectors that have been proposed. This will make it easier when we talk to a legislator about funding for IT or Advanced Manufacturing rather than asking for funding for Tier 1, Tier 2 etc. Dr. Poarch said it comes with a hefty price tag; the entire proposal is just under \$100 million dollars. He doesn't know how much of it would be able to get done in the short session, but it will at least set the stage for the long session and give legislators an opportunity to understand it. Dr. Poarch informed the board that they're trying to come up with a local impact sheet with the different sectors that they can give legislators to show the impact it will make locally. A one pager that legislators can look at and quickly see the difference it's going to make. Dr. Poarch said this proposal not only changes the FTE value, it changes the base allotment that colleges receive. It puts money in an enrollment reserve so that colleges could get money the same year they had enrollment growth. It would allow colleges to respond more effectively and more immediately to enrollment demands. Dr. Poarch said just to give you an idea what it would do for CCC&TI, our base allotment would go up a little over \$400,000. Based on last year's information, moving from tiers to workforce sectors would increase our FTE \$925,000, which allows us to reinvest that money in our programs. Vice Chairman Jerry Church announced that the Executive Committee of the Trustee Association did approve this proposal at their last meeting. Vice Chairman Church said there does need to be a shorter version that can be explained with that valuable time you get with legislators; you don't have enough time to go through a four-page document. He said the Executive Committee does meet again this Friday, hopefully the committee will get to preview what a shorter version looks like.

Dr. Poarch presented, for information, the Civic Center Monthly Report for December (**Attachment I**) and the Letters, News Articles and Board Highlights (**Attachment J**).

CHAIRMAN'S COMMENTS

Chairman Larry Taylor presented, for information, the Calendar of Events (**Attachment K**), future board meeting dates and upcoming events. He noted there are at least six local basketball games on there and the Civic Center programs are listed so trustees can pick and choose and plan what they are able to attend. Chairman Taylor informed board members that we had a New Trustee Orientation session on January 11, 2024 for new Trustee James Bradshaw. Mr. Bradshaw said it was one of the most informative meetings he has ever attended. It was well done and well presented, and he felt honored that the staff took the time to come share this information with him. He said it's amazing to hear about all of the things that are going on here at the college; he had no idea that it involved as much as it does. Chairman Taylor said the staff did a wonderful job; it really couldn't have been any better. He said they discussed doing a shorter version at the June or July board meeting. Trustee James Bradshaw suggested we record this orientation so that it can be streamed.

Chairman Taylor informed the board that Dr. Poarch goes to Raleigh monthly to attend the NCACCP meetings which are on Wednesdays. Sometimes the president's meeting conflicts with our board meetings. Chairman Taylor said that Dr. Poarch wants to talk to the trustees about moving some of the meetings to Tuesdays or possibly all of them. Dr. Poarch said that the President's Association typically meets the third Wednesday of the month. There are some months where Wednesday works fine, but there are several that are a problem. Chairman Taylor said we probably should do this a month at a time. Trustee Bill Stone said he and Trustee Wongalee Thomas have another meeting they have to attend on Tuesday during election season. Chairman Taylor suggested that we look ahead for the year and create a draft meeting calendar to bring back to the next board meeting for review. Dr. Poarch said the February president's meeting will be a virtual meeting. Chairman Taylor asked the board about meeting on Tuesday in February. The board members agreed the February board meeting will be moved to Tuesday, February 20th at 11:30 am here at the college.

Chairman Taylor announced the Statement of Economic Interest "SEI" is due by April 15th and also the NCACCT Law-Legislative Seminar is March 13-15, 2024 in Raleigh. Please let Christina know if you plan to attend.

ADJOURNMENT

There being no further business, the meeting adjourned.