

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

Wednesday, March 20, 2019

The CCC&TI Board of Trustees met in regular session on Wednesday, March 20, 2019 at 11:00 a.m. in the Forlines Boardroom (A-101). After the meeting, board members had lunch with the TRIO students in Room E-120.

Those board members present were:

Larry W. Taylor-Chairman, Jerry T. Church, Lowell K. Younce, Alvin W. Daughtridge, Marilyn C. Starnes, Ronald R. Beane, William S. “Bill” Stone, Ann E. Smith, James E. Sponenberg, Dale L. Hamby, Thomas L. Thuss, William R. Winkler

Those board members absent were:

George S. Robinson, Judge Robert Brady, Jessica Osgood-SGA

CCC&TI Staff and others present were:

Dr. Mark Poarch-President, Randy Ledford, Donnie Bassinger, David Holman, Susan Wooten, Liz Silvers, Donna Church, Edward Terry, Garrett Stell-*News Topic*

Board Chairman, Larry W. Taylor called the meeting to order and William Winkler was asked to give the invocation.

**ETHICS
STATEMENT**

Trustee Dale Hamby reviewed 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 conflict 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))

INTRODUCTIONS

Dr. Poarch introduced the following new employees: Hanna Suddreth, full-time Administrative Assistant for the Civic Center. Hanna will be working in the Box Office at the JE Broyhill Civic Center. She will graduate from ASU in May. Wayne Connley, full-time Grounds Keeper married with six children. Matt Anderson, full-time Facility Specialist/Landscape Gardner. He is a former graduate from the Landscape Gardening program. Robert Parking, full-time Maintenance Technician. Robert has his contracting license and has been an electrician and a plumber since 1985.

EMSI REPORT

Liz Silvers, Director of Institutional Effectiveness, Research and Grants gave a presentation to the board on the findings shown in the EMSI Report. Some of the topics discussed were student employability, the average earning by specialized programs, total jobs supported in the region, student spending, alumni impact, operations spending impact, student spending impact, and CCCTI total impact.

Trustee Bill Stone asked if we have publications of our programs to give to juniors and seniors in the high schools so that they can begin to think about their future career? Dr. Poarch informed board members that we do have the Career Coach in place, which is where this type information comes from. It allows the students to navigate what is available to them. Edward Terry is also working on short videos that have information about each program. Dr. Poarch feels that the institution is of great value and the return on the investment is very valuable.

MINUTES

A motion was made by Bill Stone and seconded by William Winkler to approve the February 20, 2019 Meeting Minutes (**Attachment A**) as presented. The motion carried.

COMMITTEE REPORTS

Executive Committee: No report.

Athletics Committee:

Committee Chairman Ron Beane presented, for information purposes, the February 20, 2019, Athletic Committee Meeting Minutes (**Attachment B**).

Building and Grounds Committee:

Committee Chairman Bill Stone gave an update on the construction of the new Student Services Center in Watauga. They will be bringing in extra crew members to help catch up on the time that has been lost due to weather. The deadline for the project completion is August 15.

Bill Stone informed the board that there is a problem with the property where we were going to place the Electrical Linemen facility. There is a stream that runs across the property and we would have to mitigate that which will take about two years. Donnie is working on this and will keep us informed. We will have a scheme of the building to show at the next board meeting.

Bill Stone announced that when the health care clinic opened, there was some question about who was allowed to attend. He wanted to be sure that the board was aware that their immediate family is allowed to use the clinic.

Curriculum Committee: No report.

Finance Committee:

Committee Chairman Jerry Church made a motion to accept, with gratitude, Gifts to the Institution this period in the amount of \$10,667 as shown in

Attachment C. The motion carried.

Jerry Church informed the board that the State Budget Transfers from February 1-28, 2019 (**Attachment C-1**) are for normal operating transfers. He made a motion to approve the transfers as presented. The motion carried.

Jerry Church made a motion to approve the Interim Financial Summary Report for February 2019 (**Attachment C-2**) as presented. The motion carried.

Personnel Committee:

In the absence of the committee Chairman, George Robinson the Personnel Committee report was presented by Trustee Jim Sponenberg. For information purposes, Jim Sponenberg presented the following employments, resignations and retirements: employment of Dawn Hershenson, full-time Administrative Assistant, Continuing Education (**Attachment D**); employment of Michael Hancock, full-time Writing Center Assistant (**Attachment D-1**); employment of Matthew Anderson, full-time Facility Specialist/Landscape Gardner (**Attachment D-2**); employment of Teena Lowman, full-time Housekeeper, Environmental Services (**Attachment D-3**); employment of Dakala Ward, full-time Housekeeper, Environmental Services (**Attachment D-4**); employment of Paula Beaver, full-time Housekeeper, Environmental Services (**Attachment D-5**); employment of Robert Parker, full-time Maintenance Technician (**Attachment D-6**); the retirement/resignation of Tim Braswell, full-time Courier (**Attachment D-7**); the resignation of Shannon Triplette, full-time Nursing Instructor (**Attachment D-8**).

Policy and Legislative Committee:

The Policy and Legislative Committee Meeting Minutes for February 20, 2019 (**Attachment E**) were presented for information.

**SGA
REPORT**

In the absence of the SGA President Jessica Osgood, Dena Holman reported the SGA recently attended the N4CSGA Conference and they are making preparations for Spring Fling to be held April 17-18.

Dena informed the board that we signed our first softball player and are working on getting baseball players signed up.

**PRESIDENT'S
COMMENTS**

Dr. Poarch presented, for information purposes, the Civic Center Report for February 2019 (**Attachment F**), and Letters, News Articles and Board Highlights (**Attachment L**).

Dr. Poarch announced that we have received approval for the Centralized Advanced Manufacturing Center Grant (CAMCG) for \$100,000 (**Attachment G**) which helps bring the facility up to date.

Dr. Poarch informed board members that BLET has been reaccredited for another five-year period (**Attachment H**), which runs through 2024.

Dr. Poarch presented the 2016 Cohort Default Rate as shown in **Attachment I**. The default rate continues to decline and is now 11.1%. It will eventually go to Zero.

Dr. Poarch reviewed the Trustee Self Evaluation form (**Attachment J**) with board members. He reminded board members that they approved the use of this form in the fall, which means we have to engage in this instrument. The board was asked to take the form home, fill it out and bring it back at the April meeting. He let them know he could also send them a link so they can complete and submit the form electronically.

Dr. Poarch presented for information, a Thank You Letter from Communities in Schools (**Attachment K**) for a basket we donated for their silent auction.

Dr. Poarch informed the board that the President's Report was in their packet for information and the entire document was completed in house.

Dr. Poarch informed the board that in their blue folders, there is information concerning the rain date for the Golf Tournament on April 26 and for those that would like to be a hole sponsor, the cost is \$100.

CHAIRMAN'S COMMENTS

Chairman Taylor reminded board members that their 2019 SEI Forms are due to by April 15, 2019.

Chairman Taylor announced that the Presidential Evaluations for 2019 are in their blue folders and they are due back to him by April 17, 2019.

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

OLD BUSINESS

Dr. Poarch announced that the NCACCT Meeting that is scheduled for April 3-5 in Raleigh, is slightly different this year than in the past. We will have a community college day on Wednesday, which will begin very early, so we will need to leave on Tuesday afternoon. Dr. Poarch asked for a list of names of those riding with him. All others will be driving down on their own.

NEW BUSINESS

Dr. Poarch announced that he, Dale Hamby, Jerry Church and Marilyn Starnes met with our legislators on March 6, 2019. The visits went very well with a lot

of discussions. Trustee Jerry Church said that he sent an email to everyone they met to reiterate what was discussed when they met. Dr. Poarch informed the board that he gave each legislator a framed picture of our campus and when the new building is completed we will send them a new picture.

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Thomas "Tom" L. Thuss, Board Secretary