

Caldwell Community College and Technical Institute
Board of Trustees Meeting Minutes

Wednesday, July 17, 2019

The Caldwell Community College and Technical Institute Board of Trustees met in regular session on Wednesday, July 17, 2019 at 11:30 a.m. in the John Forlines Boardroom (A-101).

Board members present at the meeting were:

Larry W. Taylor-Chairman, Jerry T. Church, Lowell K. Younce, Alvin W. Daughtride, Christopher M. Barlowe, Ron Beane, William “Bill” Stone, Ann E. Smith, James E. Sponenberg, Dale Hamby, Thomas L. Thuss, William R. Winkler, Calistia Gragg-SGA

Board members absent from the meeting were:

George Robinson, Wongalee Thomas

CCC&TI Staff and others present were:

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

Dr. Mark Poarch, President called the meeting to order and asked Trustee Alvin Daughtride to give the Invocation.

**ETHICS
STATEMENT**

Trustee Jim Sponenberg 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-15e)

**OATHS OF
OFFICE**

Notary Public Donna Church swore in two reappointed board members, one newly appointed board member and the new SGA President. Mr. William Stone was reappointed by the Caldwell County Board of Education and will serve a four-year term beginning July 1, 2019 and ending June 30, 2023. Mr. William Winkler was reappointed by the Watauga County Commissioners and will serve a four-year term beginning July 1, 2019 and ending June 30, 2023. Mr. Christopher Barlowe was newly appointed by the Caldwell County Commissioners and will serve a four-year term beginning July 1, 2019 and

ending June 30, 2023. Mrs. Wongalee Thomas was also newly appointed

by the Governor but was not able to attend the meeting. Mrs. Thomas's term will begin July 1, 2019 and end June 30, 2023. Calistia Gragg, SGA President was newly appointed as SGA representative and will serve a one-year term beginning July 1, 2019 and ending June 30, 2020.

NOMINATING COMMITTEE REPORT

President Poarch asked Dale Hamby, Nominating Committee Chairman, to present the Nominating Committee Report for Board Officers for 2019-20. Committee Chairman Dale Hamby announced that the Nominating Committee, comprised of himself, Jim Sponenberg, and Bill Stone met on June 19, 2019 (**Attachment A**) at 2:00 p.m. to recommend a slate of board officers for the 2019-20 year.

On behalf of the Board's Nominating Committee, Committee Chairman Dale Hamby opened the floor for nominations. There being no nominations from the floor, a motion was made by Ron Beane to close nominations. Committee Chairman Dale Hamby recommended the following slate of Board Officers for 2019-20 year:

Larry W. Taylor	Chairman
Jerry T. Church	Vice-Chairman
Thomas L. Thuss	Secretary
Ann E. Smith	Treasurer

A motion was made by Alvin Daughtridge to approve by acclamation, the slate of board officers as presented for 2019-20. The motion carried.

President Poarch turned the meeting over to Chairman Larry W. Taylor. Chairman Taylor asked Dr. Poarch to proceed with the introductions of new employees.

INTRODUCTIONS

Dr. Poarch introduced the following new employees to board members: Michael Frye, full-time Courier, Facility Services Department. Michael took the courier position after working in furniture for 27 years. Board members introduced themselves. Chairman Taylor welcomed our new Board member Chris Barlowe, who is the Operations Manager with MayMead.

MINUTES

A motion was made by Ann Smith and seconded by Lowell Younce to approve the June Meeting Minutes (**Attachment B**) as presented. The motion carried.

COMMITTEE REPORTS

Executive Committee: No report

Athletics Committee: No Report

Building and Grounds Committee:

Committee Chairman Bill Stone informed the board that the new Student Services Center is now in the dry, and the window frames will be installed

next week. He announced that it will be October before the building is complete.

Dr. Poarch informed board members that we are closing on the Rite Aid Building on Thursday, July 18, 2019. We already have the keys to the building and John Cort is working on the schematics of the building.

Bill Stone announced that the Lineman building will be a 1 million dollar building and will be allow for bucket trucks inside the building. You will be able to see the building as you drive down Roy Coffey Drive. The Board is looking forward to touring the Lineman Building.

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 \$16,559.10 as shown In **Attachment C**. The motion carried.

Jerry Church made a motion to accept, with gratitude, the In-Kind Gift Donation (**Attachment C-1**) of photography from Stallergenes Greer to be installed in the new pharmaceutical lab. The motion carried.

Committee Chairman Jerry Church made a motion to approve the State Budget Transfers for June 1-30, 2019 (**Attachment C-2**). There was one reduction in customized training and all other transfers are normal operating transfers. The motion carried.

Jerry Church made a motion to approve the Interim Financial Summary Report for June, 2019 (**Attachment C-3**) as presented. The motion carried.

Jerry Church presented, for information purposes, the Watauga Local Budget approval letter for fiscal year 2020 (**Attachment C-4**).

Personnel Committee:

In the absence of Committee Chairman, George Robinson, the Personnel Committee Report was given by Trustee Ann Smith.

Ann Smith presented, for information purposes, the following employments and retirements/resignations: The retirement/resignation of Dennis Hopkins, Full-time Director, Emergency Management and Campus Safety (**Attachment D**); retirement/resignation of Jacob Rhodes, full-time Truck Driver Training Instructor (**Attachment D-1**); the employment of Michael Frye, full-time Courier, Facility Services Department (**Attachment D-2**) and the employment of George Antczak, full-time Technical Director, Civic Center (**Attachment D-3**).

Policy and Legislative Committee:

Committee Chairman Dale Hamby presented for information, the Policy and Legislative Committee Meeting Minutes (**Attachment E**).

Committee Chairman Dale Hamby announced that the Policy and Legislative Committee met today (July 17, 2019) to review Section 3, Part 2 of the new policy manual (**Attachment F**). Dale Hamby asked Dr. Poarch to give a quick overview of the changes to Section 3, Part 2 of the new manual. Dale Hamby made a motion, on behalf of the committee, to approve Section 3, Part 2 (**Attachment F**) as presented. The motion carried.

SGA REPORT

SGA President Calistia Gragg reported on the following items: SGA will hold a mini retreat on Thursday, August 18-19, 2019 at the Blowing Rock Conference Center. They will be visiting the Watauga Campus during the retreat.

Calistia reported that during “Welcome Back Week,” SGA will be hosting a tie-dye T-shirt event with American Chemical Society on August 19-20th. Students are being asked to wear their t-shirts on Friday, Aug. 23rd and SGA will also offer kettle corn and drinks on the breezeway from 12-3pm.

On Aug. 21st, SGA members will be in the LRC with information about who SGA is and what they do. They will also have information on what SGA has planned for students for the semester.

On August 22nd, SGA will hold their first discount day of the semester at Bo’s in Lenoir. College night is normally \$10. Students will be asked to pay \$5 and SGA will cover the remaining amount. SGA will provide several discount days during the semester for students. The first discount day will be for Bo’s in August. The second will be the Escape Room in September, and the third will be a Hypnotist event at the Civic Center in November.

Dena Holman informed the board that fall enrollment is going very well and we will continue to enroll students through new Student Orientation on August 9th. There will be two sessions, one morning session and one evening session.

Dena announced that we have 75-80 baseball players, 20 softball players, men’s basketball we have 22, women’s basketball 22 . We have had signings for the last three or four weeks.

PRESIDENT’S COMMENTS

Dr. Poarch presented, for information, the Civic Center Monthly Report for June 2019 (**Attachment G**), the Fall Caldwell Cuisine Schedule (**Attachment H**), and Letters, News Articles and Board Highlights (**Attachment O**).

Dr. Poarch announced the new name change for the Middle College will be Caldwell Applied Science Academy (CASA). This name aligns better with the programs being offered in the academy. The new name will be

going on the building as soon as we can get the lettering.

Dr. Poarch announced that we sent a team to Louisville Kentucky to participate in the 2019 SkillsUSA National Leadership and Skills Competition (**Attachment I**). The competition was for Robotics Urban Search and Rescue and our Team consisted of Narien Penley and Thomas Matheson. They won the Bronze Medal, which is third place.

Dr. Poarch announced that we received from the Governor's Office, the Financial Aid Final Audit Report for July 1, 2016 through June 30, 2017 (**Attachment J**). The report showed that there were no deficiencies related to the single audit.

Dr. Poarch reminded the board that Western Carolina keeps us apprised of how our students do at Western Carolina. This report (**Attachment K**) shows we had 24 of our former students graduate from Western Carolina this year.

Dr. Poarch presented, for information, the 2019 SECU Bridge to Career Award Letter (**Attachment L**). These scholarships come from the State Employees Credit Union. They have presented scholarships for approximately \$18,000 for Electrical Lineman and Truck Driving.

Dr. Poarch announced that we received a 100% pass rate on the NC Licensing (NCLEX) Exam (**Attachment M**) for the last 6 out of 7 years. He is very proud of those students and faculty.

Dr. Poarch announced that we received \$11,200 from the American Home Furnishings Alliance (AHFA) Foundation Grant (**Attachment N**) for our furniture programs.

Dr. Poarch gave board members a Legislative Update that consisted of the following: the Governor vetoed the budget and the house didn't have enough votes to override the veto. We are not sure how things will go. The Senate filed an adjournment for one week and then they are supposed to return. We have been provided with estimated budget numbers. If they pass the budget as is, then Workforce Preparedness will be fully funded, but if they walk away, we stand to lose \$277,000. We also stand to lose 7 million dollars in capital funding which will hurt us in making much needed repairs to our aging buildings. Salaries for Community College employees: they gave us a block of money which amounts to about 1%. We are not lumped in with the public school teachers.

Dr. Poarch reminded board members that their Parking Hang Tags for Fall 2019 are in their Blue Folders.

All Board members were asked to save the date of October 10, 2019 for the

Future Search Conference that will be held at the Civic Center. Registration begins at 7:30 a.m.

Dr. Poarch presented, to the board, the “Fast Track Training” brochure. He thanked our amazing staff for their hard work in pulling together information for the brochure, which will be distributed to areas within our community.

**CHAIRMAN’S
COMMENTS**

Chairman Taylor presented the trustee appointment letter (**Attachment K**) for Chris Barlowe. He congratulated him on becoming a new CCC&TI Board member. We look forward to working with him.

Chairman Taylor reminded board members of the upcoming NCACCT 2019 Leadership Seminar that will be held August 21-23, 2019. A meeting agenda (**Attachment Q**) was distributed.

Chairman Taylor presented to the board a draft copy of the 2020 Board Calendar (**Attachment R**). All were asked to review the dates and see if any of the dates were conflicts. It was noted that February, April and June meeting dates may need to be changed.

Chairman Taylor presented, to the board, the Finalized Board Committee Assignments for 2019-20 (**Attachment S**).

Chairman Taylor presented for information purposes, the Calendar of Events (**Attachment T**) and future Board meeting dates and upcoming event dates.

Chairman Taylor reminded the board that since our August Board meeting date falls on the same days as the NCACCT meeting that will be held in Wilmington, N.C., we will not have a Board meeting in August.

All board members were reminded of the Employee Kick-off Luncheon that will be held on August 8, 2019 at 12:00 noon at the Civic Center in Room 206.

**UNFINISHED
BUSINESS**

Dr. Poarch announced that he will hold a trustee training session here on campus. The training will be for new trustees. Once a date has been selected, we will send the information to the new trustees.

**NEW
BUSINESS**

A motion was made by Bill Stone to go into a Closed Session with no information to report after the session.

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Thomas "Tom" L. Thuss, Board Secretary