

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

Wednesday, October 16, 2019

The Caldwell Community College and Technical Institute Board of Trustees met in regular session on Wednesday, October 16, 2019, at 11:30 a.m. in the Forlines Board Room.

Board members present were:

Larry W. Taylor-Chairman, Jerry T. Church, Lowell K. Younce, Alvin W. Daughtridge, Ronald Beane, William S. Stone, George Robinson, Ann E. Smith, Dale Hamby, Thomas L. Thuss, Wongalee Thomas, William R. Winkler, Christopher M. Barlowe, Calistia Gragg-SGA

Board members absent were:

James E. Sponenberg

CCC&TI Staff and others present:

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

Chairman Larry W. Taylor called the meeting to order and Trustee Tom Thuss gave the invocation.

**ETHICS
STATEMENT**

Trustee George Robinson 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 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:
Ronald Walker, full-time Human Services Technology Director,
Brandy Baker, full-time Practical Nursing Instructor – Watauga,
Kerri Craven, full-time Mathematics Instructor, Joseph Houck, full-time Testing Administrator-Watauga, Meredith Yount, full-time Clinical Coordinator, Medical Assisting, Melinda Goins, full-time Compliance Specialist and Adam Johnson, full-time Fire, Rescue, EMS Director.

MINUTES

A motion was made by Ann Smith and seconded by Jerry Church

to approve the September 18, 2019 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 reminded the board of the Watauga Student Services Center dedication that will take place on November 12, 2019.

Committee Chairman Bill Stone gave an overview of what will be located at the Rite Aid facility once completed.

Committee Chairman Bill Stone informed board members that the Building and Grounds Committee met today, October 16, 2019, at 10:00 a.m. to discuss which architects to be used for the renovations to the Rite Aid Building. Committee Chairman Bill Stone, on behalf of the committee, made a motion to approve the Cort Architectural Group for any and all renovations needed at the Rite Aid facility to make it operational and to approve the President to move forward with updating the Caldwell and Watauga campus site plans when he deems necessary to proceed. The motion carried.

Curriculum Committee

Committee Chairman Alvin Daughtridge informed board members that the Curriculum Committee met today, October 16, 2019 at 11:00 a.m. to discuss the approval of a new program application for the Biopharmaceutical Technology program (**Attachment B**). Committee Chairman Alvin Daughtridge made a motion, on behalf of the committee, to approve proceeding with this Biopharmaceutical Technology program as discussed. The motion carried.

Dr. Poarch explained that we are very excited about the Biopharmaceutical program because there isn't another two-year

degree

offered for this program anywhere in the western portion of the state. We have worked closely with our pharmaceutical companies in the western part of the region to ensure it is a viable program. We have made space for the program in J Building, where the former cabinet shop was located. We have been working with the Golden Leaf Foundation on obtaining a grant for \$480,000. Our plan is to start the Program fall of 2020. We are also partnering with the Caldwell Applied Science Academy for this program.

Finance Committee:

A motion was made by Committee Chairman Jerry Church to accept,

with gratitude, Gifts to the Institution this period in the amount of \$5,950 as shown in **Attachment C** and the In-Kind Gift Donation of United Sewing Machines and shown in **Attachment C-2**. The motion Carried.

A motion was made by Committee Chairman Jerry Church to approve the Financial Summary Report for September 2019 (**Attachment C-1**) as presented. This is a normal dashboard report because we do not yet have a budget. The motion carried.

Committee Chairman Jerry Church presented, for information, the Foundation Audit Report (**Blue Folder**) for year ended June 30, 2019. On page 2 of the report, it shows that financial statements are presented fairly as of June 30, 2019.

Personnel Committee:

Committee Chairperson Wongalee Thomas presented, for information, the following new employments: the employment of Nancy Hawkins, full-time Accounting Technician/Accounts Receivable (**Attachment D**); the employment of Carlos Dixon, full-time Student Success Coach Minority Male (**Attachment D-1**) and the employment of Allyn Barrick, full-time Housekeeper, JE Broyhill Civic Center (**Attachment D-2**).

Policy and Legislative Committee:

Committee Chairman Dale Hamby informed the board that the Policy and Legislative Committee met today, October 16, 2019, at 10:30 a.m. to review the Facility Operations, Section 2 of the new policy manual (**Attachment E**). Committee Chairman Dale Hamby made a motion, on behalf of the committee, to approve the Facility Operations, Section 2 as presented. The motion carried.

SGA REPORT

SGA President Calistia Gragg announced that on September 28, 2019, SGA members from both campuses attended their Fall Western Division Meeting at Gaston College. They were able to meet other student leaders from community colleges near CCC&TI. They attended workshops and roundtable discussions with other students who are in the same positions as they are to bounce ideas off each other and learn ways to improve SGA.

On September 30 and October 1, 2019, several of the SGA members were shadowed by students from Denmark. We also had coffee and doughnuts on September 30 in the student lounge so our students and employees could come by and meet the Danish students and their instructors.

Calistia announced that SGA provided an after party for those that

participated in the Fashion Show held on October 1st with the Career Connections, Counseling and Advising department.

Calistia informed board members that the Zombie 5K event scheduled for Saturday, October 26th has been cancelled due to low enrollment. However, the Trunk-O-Treat Festival is still on schedule as planned and will feature a dance tent, live music, trunk or treat and a demonstration by the American Chemical Society.

Chairman Taylor announced that he attended the scrimmage softball and baseball game and it was a great experience.

Dena Holman, encouraged all to attend as many of the baseball/softball/basketball games as they can. It was really nice to have 50 or so spectators attend the softball event. There was at least 2-300 people in attendance.

We have a big weekend scheduled on Oct. 26 with basketball, softball, and baseball games scheduled.

We had 18 teams participate in the Golf Tournament. It was an outstanding event with great participation. All of our athletic teams came to the Golf Tournament so they could meet everyone.

PRESIDENT'S COMMENTS

Dr. Poarch presented, for information, the Civic Center Monthly Report for September 2019 (**Attachment F**) and Letters, News Articles, and Board Highlights (**Attachment M**).

Dr. Poarch informed the board that Phi-Theta-Kappa held their induction ceremony last night and had about 100 new inductees. One of our students, Stacy Price was recognized for her work published in the National Literary Journal (**Attachment G**). There were 550 participants across the country but only 36 were selected. Stacy's work was titled "Under the Stars." We are very proud of our PTK students. These are our some of our best and brightest students on campus.

Dr. Poarch informed board members that we have submitted our application to have our college IDs considered as voter IDs but have not yet gotten a response.

Dr. Poarch informed board members that we are approved for the second -year continuation of both the High Country Workforce Development Board Finish Line Grant (**Attachment H**) and the Western Piedmont Workforce Development Board Finish Line Grant (**Attachment I**). This means we have been approved for additional funding this year. The funding will help 22 Watauga

students and 18 Caldwell students, but they have to be at a certain point in their degree to receive the funding.

Dr. Poarch presented, for information, the FTE Summary (**Attachment J**) by term. The summary compares where we are right now to years past. For example, we earned 338 FTE this summer compared to 324 FTE last summer. Our FTE levels are what drives our budget. Fall 2019, we submitted estimated FTE. Continuing Education was down in estimated FTE but up this summer so we are essentially flat with Continuing Education.

years

Dr. Poarch provided a budget update. He informed the board that the House approved a mini budget for community colleges and if the Senate approves the mini budget then we will receive the short term money, unfortunately, this does not include salaries or capital funding. We don't know yet what this means for community colleges regarding salaries and capital. The General Assembly can only commit two-worth of capital funds.

information

Dr. Poarch announced that every year we received graduate

from WCU concerning our students that graduate from WCU. Now we will be receiving that information from ASU as well. We are so proud of the information shown in **Attachment K**, which shows the number of student graduates from ASU who were Caldwell Transfer students. Our students GPAs were above 3.0. We are so proud of how our students are doing.

Dr. Poarch presented, for information, the Annual Security Report (**Attachment L**). We are required by the Federal Government to submit this report. This covers our campus or property close to us. We are proud that we have very minimal criminal instances on campus. We currently have two sworn officers on this campus and one on the Watauga Campus and have done a lot of work on campus to make sure we are ready, if a situation should arise.

Dr. Poarch announced that there is an invitation in the **Blue Folders** to the Watauga Student Services Center Dedication to be held on November 12, 2019 at 4 p.m. He expressed his appreciation for all our print shop staff does to make us look so good. Our printer has done a great job with the invitation. The Business After Hours Event will begin at 5pm. Catering and culinary programs will provide the food for the event. He informed board members that they also have handouts in their **Blue Folders** from the Future Search Conference.

Dr. Poarch reminded the board of his daughter's wedding that will take place on Saturday, October 19 at the Broyhill House. For those planning to attend, the shuttle service will begin at 3:45 pm from the Civic Center to the Broyhill House.

**CHAIRMAN'S
COMMENTS**

Chairman Taylor presented, for information purposes, the finalized Board Committee Assignments for 2019-2020 (**Attachment N**), the Calendar of Events (**Attachment O**), and the Future Board Meeting Dates and Upcoming Meetings and Events Schedule.

Chairman Taylor announced that the December board meeting, will be held on Monday, December 16th, and the regularly scheduled board meeting will begin at 11:00 a.m. due to the college Christmas Lunch being held at 12:00 noon in the College Gym.

**NEW
BUSINESS**

Dr. Poarch announced that on Wednesday, October 31, 2019, we will hold a Trustee Training Session for our two new Trustees on campus from 9:00-12:00. This session will bring our new trustees up-to-date on information concerning the college, the programs and other pertinent trustee information. Lunch will be served.

ADJOURNMENT

There being no further business the meeting adjourned.

Donna Church, Recording Secretary

Thomas "Tom" L. Thuss, Board Secretary