

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

Wednesday, November 20, 2019

The Caldwell Community College and Technical Institute Board of Trustees met in regular session on Wednesday, November 20, 2019 at 11:00 a.m. in the Forlines Board Room.

Board members present were:

Larry W. Taylor-Chairman, Lowell K. Younce, Alvin W. Daughtridg, Wongalee Thomas, Ronald Beane, William “Bill” Stone, Ann E. Smith, James E. Sponenberg, Dale Hamby, Thomas L. Thuss, Christopher M. Barlowe, Calistia Gragg-SGA

Board members absent were:

Jerry T. Church, George Robinson, William R. Winkler

CCC&TI and others present:

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

Chairman Larry W. Taylor called the meeting to order and Trustee Alvin Daughtridg gave the invocation.

**ETHICS
STATEMENT**

Trustee Ann Smith 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:

Nancy Hawkins, full-time Accounting Technician/Accounts Receivable; Carlos Dixon, full-time Student Success Coach Minority Male and Allyn Barrick, full-time Housekeeper, JE Broyhill Civic Center. Dr. Poarch introduced Mark Howell, the new Faculty Senate President and member of Executive Council. Mark Howell informed board members that he has been with the college since 2009 some of which was part-time. He is excited about representing the faculty on Faculty Senate.

MINUTES

A motion was made by Ron Beane and seconded by Bill Stone to approve the October 16, 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 presented, for information purposes, the Building and Grounds Committee Meeting Minutes for the October 16, 2019 committee meeting (**Attachment B**).

Chairman Stone gave an update on the Watauga Student Services Center construction. The complete building inspection is set for Friday, November 22, 2019. State Construction will do the final inspection on December 9, 2019.

Committee Chairman Bill Stone informed board members that the Electrical Lineman Building has been delayed at the State Construction office, but they are finally starting to move the paperwork forward. We are hoping to bid the project out by Christmas.

Chairman Stone informed the board the Cort Architectural Group is in the process of designing the walls and mechanical plans for renovations that will take place on the Rite Aid property. We have already started replacing the ceiling. They will begin installing the flooring when the demolition is complete. The demolition process is being done by the college's maintenance department.

Donnie Bassinger announced that we might have a temporary Certificate of Occupancy for the Watauga Student Services Center by Friday, and we are hoping the grading will be done by mid-week. We must have the Certificate of Occupancy before State Construction will do their inspection.

Dr. Poarch announced that the ribbon cutting for the new Watauga

Student Services Center was cancelled due to weather. When we reschedule the building opening, it will not include the Business After Hours event so we will not have to be in a hurry to reschedule the opening. We may wait until sometime in the spring to reschedule the opening.

Curriculum Committee:

Committee Chairman Alvin Daughtridge presented, for information purposes, the Curriculum Committee Meeting Minutes for the October 16, 2019 committee meeting (**Attachment C**).

Finance Committee:

In the absence of Finance Committee Chairman Jerry Church, Trustee Ann Smith presented the Finance Committee report.

A motion was made by Trustee Ann Smith to accept, with gratitude, Gifts to the Institution this period in the amount of \$ 7024.97 as shown in **Attachment D**. The motion carried.

A motion was made by Ann Smith to approve the Financial Summary Report for October 2019 (**Attachment D-1**) as presented. The motion carried.

Personnel Committee:

Committee Chairperson Wongalee Thomas presented, for information, the following employments, retirements and resignations:

The resignation of Janet Hah, full-time Transition Advisor, Student Services (**Attachment E**); the resignation of Holly Freeman, full-time Admissions Representative, Student Services (**Attachment E-1**); the resignation of Tristan Earls, full-time Financial Aid Counselor, Student Services (**Attachment E-2**); the resignation of LaNita Farley, full-time Administrative Assistant, Continuing Education (**Attachment E-3**); the retirement/resignation of James Mahala, full-time Facility Operations Worker (**Attachment E-4**), and the employment of Charity Tinnin, full-time Administrative Assistant, Counseling and Advisement Services (**Attachment E-5**).

Policy and Legislative Committee:

Committee Chairman Dale Hamby presented, for information, the Policy and Legislative Committee Meeting Minutes for the October 16, 2019 committee meeting (**Attachment F**).

Committee Chairman Dale Hamby recommended, on behalf of the Policy and Legislative Committee, the approval of Section 1-“Governance” of the new policy manual (**Attachment F-1**)

and the revised Board Bylaws (**Attachment F-2**). Chairman Hamby asked Dr. Poarch to give board members a brief summary of the updates to Attachment F-1 and F-2.

Dr. Poarch informed board members that **Attachment F-1** completes the new CCC&TI Policy Manual and any policy changes needed from here forward will be brought individually as needed. The Board By-Laws have been updated to align with Section 1 of the new manual. All changes on Attachment F-1 and F-2 are listed in red so that they can be easily identified. The committee dealt with all the changes listed. The last part of the document is the colleges Vision and Mission Statement. The Vision and Mission statements may have some minor changes next year. He feels very good about where we are with our Board Bylaw's and the policies. Chairman Taylor reminded trustees that Section 1 as shown in **Attachment F-1** of the new policy manual, tells trustees what their responsibilities are. The motion carried to approve Attachment F-1 and F-2 as recommended by the committee.

SGA REPORT

SGA President, Calistia Gragg informed the board that SGA members from both campuses attended the N4CSGA Fall Conference held at Forsyth Technical Community College in Winston Salem, NC November 8-10, 2019. SGA members also attended division meetings and business meetings, as well as, multiple committees. Some of the committees SGA was involved in were the Local Interactions, Finance, and Special Populations. Hayden Bauer, SGA Vice President on the Watauga Campus is the new Western Division Representative on the N4CSGA Board.

SGA will be supporting the Night Owl event on Thursday, Nov. 21, 2019 by providing food from McDonalds, drinks and prizes. SGA will be hosting the William Parker Comedy Hypnotist show on Friday November 22, 2019 at 7:00 p.m.at the Civic Center. SGA is offering \$5 tickets to clubs as a fundraiser.

Calistia announced that SGA has the LEO's Drive happening until Friday, November 22, 2019. This is a way to get items to donate to LEO's and it is also a club competition. Clubs have the incentive of receiving money. First prize: \$200, second prize: \$175, and third prize: \$150. Each item a club brings in is based on a point system.

SGA will also hold a Class Food Drive Competition on Monday, November 25, 2019. The top three classes to donate will receive either breakfast, lunch or dinner depending on what time of the day the class meets.

Dena Holman, Vice President of Student Services announced that we are in the middle of spring registration. Numbers look to be up from last spring. She also announced that our fall term ends on December 13th.

Dena informed the board that we will have a double header this weekend and it will be on campus.

PRESIDENT'S COMMENTS

Dr. Poarch announced that our men's basketball team is one of the best we have ever had, we may be in the top 25 very soon.

Dr. Poarch informed the board that the Watauga Student Services Center is a beautiful building and will be very special for students. The faculty and staff are very excited about getting into the new building.

Dr. Poarch reminded board members that at our October meeting, he informed them that we had submitted our application to use our college ID Badges as a voter ID Badge. Dr. Poarch informed board members that **Attachment G** is the approval letter we received from the NC State Board of Elections for our students and employees to be able to use their ID badges as voter IDs.

Dr. Poarch presented, for information purposes, the Civic Center Monthly Report for October 2019 (**Attachment H**).

Dr. Poarch reminded board members that he was asked to serve on the Enrollment Taskforce Committee with other community college employees and system office staff. The committee recently had two days of meetings. This committee is about how we help all community colleges serve the state. He informed the board that he asked Liz Silvers to come in and show a power point presentation of

what is currently going on. One thing we did as part of the task force is look at the data that was collected. For instance, what have the trends been; where were FTE Levels and enrollment levels, etc. The overall summary of the presentation is that some colleges are doing good things and some are struggling and what can we do to help other colleges to meet their needs. All the information presented at the meeting can be found on the NC Community College System website.

We will be working closely with the public school Superintendents because they play a key role with community colleges in helping with the CTE students. If we can get students through our programs, it really helps our state. Dr. Poarch informed the board that he wanted them to see the information and know it was out there. All of this information is part of our performance measures that are looked at every year.

Dr. Poarch reminded the board that he sent them information that Senate Bill 61 was signed into law and the mini budget was approved. We are the only ones with any kind of a budget. The mini budget did not include salaries or capital funding. The General Assembly is finished meeting until mid-January and may go back into session in January, to make a decision on salaries. We are hoping when they reconvene in January they will give more than the originally talked about 1% for salaries.

Dr. Poarch announced that **Attachment I** is a letter from the System Office letting us know that they were here to do the Career and College Readiness Monitoring Visit and they were satisfied with everything in the plan.

Dr. Poarch announced that the Cort Architectural Group no longer exists. Cort Architectural Group has been bought out by McMillion, Pasdon and Smith. However, they will complete the projects they have already engaged in for the college. We have also spoken to them about updating the site plans.

Dr. Poarch informed board members that Attachment J is the Official Cohort Default Rate notification (**Attachment J**). We are now down to 11.1% in our default rate, eventually this will be zero.

Dr. Poarch presented the 2020-2021 Academic Calendar (**Attachment K**) for board approval. A motion was made by Bill Stone and seconded by Jim Sponenberg to approve the 2020-2021 Academic Calendar as presented. The motion carried. He informed board members that faculty and staff are working on a two-year calendar to bring forward in the future.

Dr. Poarch presented, for information purposes, the approval letter for the PN-ADN Advanced Placement Option for our Practical Nursing Associate Degree (**Attachment L**). This gives students another avenue to get their two-year degree.

Dr. Poarch presented the Golden Leaf Grant –Pharmaceutical Workforce Pipeline approval letter (**Attachment M**). This letter is informing us that we were awarded \$480,000, which is contingent upon Bionutura doing some things that Golden Leaf wanted them to do to satisfy the grant qualification.

Dr. Poarch presented, for information purposes, the letter from Rives & Associates, LLP (**Attachment N**). Rives & Associates are the auditors that will be conducting the college's fiscal audit sometime this spring for year ended June 30, 2019.

Dr. Poarch presented, for information, the Letters, News Articles and

Board Highlights (**Attachment O**).

**CHAIRMAN'S
COMMENTS**

Chairman Taylor presented, for information, the Calendar of Events (**Attachment P**).

Chairman Taylor announced that the college will be closed on Thursday, November 28 and Friday, November 29 due to the Thanksgiving holiday.

The next men's basketball game will be held on December 3, 2019, and the next women's basketball game will be held on December 5, 2019.

Chairman Taylor asked some of the trustees that attended the Trustee Training Session held on October 30, 2019, in the Forlines Boardroom if they would like to share any thoughts or comments concerning the training. New Trustee Wongalee Thomas stated that she felt the session was well organized. We reviewed a lot of information pertaining to the college and its programs and she appreciates the time everyone put into the training. Trustee Chris Barlowe thanked everyone for the time and effort they put into the training session. Chris said before the training session, he did not feel he was up to speed with where he needed to be, but the training did help. He recommends that all trustees take the training. It was a very good session and very informative.

Chairman Taylor announced that during the training session, each person on the staff gave an overview of their areas. We will continue the Trustee Training sessions going forward.

Chairman Taylor announced that the December Board meeting will be held on Monday, December 16, 2019, 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.

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Thomas "Tom" L. Thus, Board Secretary