

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

**Wednesday, June 17, 2020**

**ROLL CALL**

**Presiding:** Larry W. Taylor, Chairman

**Participating:**

Jerry T. Church	Alvin W. Daughtridge
Lowell K. Younce	Christopher M. Barlowe
Ronald R. Beane	William “Bill” Stone
George S. Robinson	Ann E. Smith
James E. Sponenberg	Dale L. Hamby
Thomas L. Thuss	William R. Winkler
Wongalee Thomas	Calistia Gragg-SGA

**CCC&TI**

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

The Caldwell Community College and Technical Institute Board of Trustees met in regular telephonic session on Wednesday, June 17, 2020 at 11:30 a.m.

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

**Ethics**

**Statement**

SGA President Calistia Gragg was asked to review the following Ethics Statement with 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))*

**MINUTES**

A motion was made by Bill Stone and seconded by Ann Smith to approve

the May 20, 2020 Board meeting Minutes (Attachment A) as presented. After a Roll Call from members “for” or “against” approval of the Minutes, all 14 voting members voted “for” the motion to carry. The Motion carried.

## **COMMITTEE REPORTS**

**Executive Committee:** No Report

### **Athletics Committee:**

honorees

Committee Chairman Tom Thuss informed board members that Region 10 has released the All-Academic honors for spring 2020. CCC&TI had 40 out of 81 student athletes to receive the All-Academic honors, with representatives from each CCC&TI sport (baseball, basketball, and softball). CCC&TI had the fifth highest number of All-Academic in Region 10. To be named All-Academic, an athlete must participate in a sport that competes during the spring semester, achieve a 3.0 GPA, and completed 12 credit hours. Baseball had 26 students achieve All-Academic honors and the team’s overall GPA was 2.79. Men’s Basketball had a GPA of 2.82 with five students named All-Academic and Women’s basketball had a GPA of 2.89 with 3 students named All-Academic. Softball had GPA of 2.96 with six team members named All-Academic.

### **Building and Grounds Committee:**

Committee Chairman Bill Stone gave a facility update on the college’s current building construction/renovations as follows:

**Paul H. Broyhill Center for Advanced Technologies:** Bids were received on May 20 for the renovation of the building (former Rite Aid Building). Wilkie Construction was the low bidder on the renovation project with a bid of \$397,898. Renovation of the building is underway.

**Old Watauga Student Services Building:** Bids were received on June 15, 2020 for the replacement of the roof of the former Student Services Facility which will now be faculty offices and Information Technologies. The low bidder for the former Student Services renovation was awarded to Advanced Roofing Concepts and they should complete the project by the end of June 2020. New carpet and LVT flooring will be installed as soon as the roofing is completed. The building should be ready for occupancy by the end of July 2020.

**Electrical Lineman Facility:** Signed contracts for the Lineman Building have been submitted to State Construction for approval to begin construction.

### **Curriculum Committee:**

Curriculum Committee Meeting Minutes for May 20, 2020 (**Attachment B**) were presented for information.

### **Finance Committee:**

Committee Chairman Jerry Church informed the board that the “Blanket Travel Authorization” shown in **Attachment C**, authorizes the president to sign off on travel documentation when necessary, for both board members and president for fiscal year 2020-2021. Chairman Church made a motion to approve the “Blanket Travel Authorization” as presented. After a roll-call vote, all 14 voting board members, voted “for” the approval of the Blanket Travel Authorization. The motion carried.

Jerry Church informed board members that the “Authorization of the President” as shown below is standard procedure until the budget resolutions are finalized and is part of the process as we transition from one fiscal year to the next. The authorization reads as follows: *“Authorization of President, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between beginning of the fiscal year until the board of trustees can adopt a budget resolution based on actual allotment of funds.”*

A motion was made by Chairman Church to approve the authorization as presented. After a roll-call vote from board members, all 14 voting members voted “for” the approval of the authorization. The motion carried.

Committee Chairman Jerry Church presented, for approval, the State Budget Transfers for May 1-31, 2020 (**Attachment C-1**) and the Interim Financial Summary Report for May 2020 (**Attachment C-2**). The Interim Financial Summary Report shows that we are 91% through the budget year, and all is in order. Chairman Church made a motion to approve **Attachment C-1 and C-2** as presented. After a roll-call vote from board members, all 14 voting members voted “for” the approval of the State Budget Transfers and the Interim Financial Report.

Jerry Church presented, for information, the 2021 Watauga Local Budget approval letter (**Attachment C-3**).

#### **Personnel Committee:**

Committee Chair Wongalee Thomas presented, for information the following employments and retirements/resignations: Employment of Dr. Erin Cooper, full-time Emergency Management Program Director (**Attachment D**); employment of Kate Lee, full-time Financial Aid Counselor/Program Specialist (**Attachment D-1**); employment of Krishna Panchal, full-time Physics Instructor (**Attachment D-2**); employment of Maria Saleeva, full-time Sociology Instructor (**Attachment D-3**); and the retirement/resignation of Daniel McLean, full-time Evening & Weekend Administrator (**Attachment D-4**).

#### **Policy and Legislative Committee:**

Committee Chairman Dale Hamby presented, for information, **Attachment E**, Committee Meeting Minutes of the May 20 meeting.

Committee Chairman Dale Hamby presented for review and approval, the Free Speech Policy and Procedure (**Attachment E-1**). Dr. Poarch

informed the board that this is the last new policy to be brought for approval and will complete the college's updated Policies and Procedures Manual. This policy gives the right to assemble and exercise free speech, and declares that the college is a limited public forum. It further identifies the specific areas where people can assemble to exercise free speech. It clarifies the procedure for requesting use of the designated areas for free speech assembly and also specifies what will not be allowed, to ensure that classes are not disrupted. From the college standpoint, this policy helps provide clarity and protection but also promotes free speech and the right to assemble. A motion was made by Chairman Hamby, on behalf of the committee to approve Attachment E-1 as presented. After a roll-call vote from board members, all 14 voting members voted "for" the approval of the Free Speech Policy and Procedure. The motion carried.

## **SGA REPORT**

Chairman Taylor thanked Calistia, on behalf of the Board of Trustees, for the great job she has done this year representing our student body and the college.

SGA President Calistia Gragg introduced Meredythe Galliher as the new SGA President for the 2020 – 2021 academic year.

## **PRESIDENT'S COMMENTS**

Dr. Poarch thanked Calistia for the great job she has done this year. She has been a tremendous leader. She loves the college and we will miss her.

Dr. Poarch presented, for information, the Summer 2020 Enrollment Report (**Attachment F**). This report gives a five-year history of summer enrollment patterns. We have a flat enrollment from last year to this year, but all in all very proud of where we are with the summer enrollment.

Dr. Poarch presented, for approval, the 2020-2021 Student Fees (**Attachment G**). He informed board members that the majority of the changes are increases from third-party testing fees and equipment that the college does not control. The changes are highlighted in yellow. The student insurance is the most significant change in the fees. We have historically had a \$6 insurance fee for students in high risk courses.

The proposed insurance fees are now \$2 per semester for all curriculum students and \$1 per course for continuing education students. We feel this coverage is much better and more affordable. After a roll-call vote from board members, all 14 voting members voted "for" the approval of the Student Fees for 2020-2021. The unanimous vote carried to approve the student fees as presented.

Dr. Poarch presented, for information, the Allocation for Small Business

Center Counseling (Attachment H) and the Allocation for College Career Counselors and Academic Advisors (Attachment I). Attachment H and Attachment I are special allocations to help Small Businesses, counselors and advisors in our community and can be used for counseling services, marketing, bookkeeping, etc.

Dr. Poarch gave the board a Legislative update which included the following information: Senate Bill 816 is being considered and would mean full enrollment growth funding for the college. This is critical for us and would mean an additional \$1.3 million dollars in revenue which would further support our communities and help get people reskilled. He has communicated with our legislators about how important the enrollment growth funding is for our institution. Also, the Office of State Budget and Management imposed spending restrictions through June 30, but are now extending the restrictions into next year. They have restricted what we can purchase. Purchases must be mission critical and travel and hiring have certain restrictions. There also likely be a reversion for next year. We are not sure what the reversion amount will be, but it will likely be higher than in the past.

Dr. Poarch informed the board of what we are planning at this point for Fall 2020. We will continue with the safety checks both here and in Watauga for the remainder of the summer semester. We are currently recommending masks and are requiring them when social distancing cannot be practiced, with emphasis on hand washing and extra cleaning. All curriculum courses are scheduled as hybrid (part online and part in person) for fall semester, which will allow us to maintain some face to face contact but will be easier to move to completely online if needed. We are in the process of assessing classrooms and lab spaces to determine capacities that will allow social distancing, and checking into purchasing furniture that will promote social distancing. We are purchasing software, modifying the website, enhancing technology infrastructure, adding synchronous classrooms, etc. to ensure that our students can receive all of the support they need in an online environment. The number one goal with online learning and services is that quality is not compromised. One issue still being discussed is the logistics of conducting safety screening with so

many students. We have 25 buildings and four pieces of property that has to be covered and we are trying to determine if it is feasible to have safety screening stations at the entrances of each building, which will mean staffing for the screening from 7 a.m. to 9 p.m. With the potential of an enrollment increase, there are still a lot logistics to be work out.

Dr. Poarch presented for information, Letters, News Articles and Board Highlights (**Attachment J**).

**CHAIRMAN'S  
COMMENTS**

Chairman Taylor reminded members that Board Committee Preferences for the upcoming year are due today.

Chairman Taylor announced that Trustee Jerry Church will be the board's representative on the NCACCT Executive Committee for the upcoming year.

Chairman Taylor also announced that Trustee Jerry Church has been reappointed to another four-year term on the board of trustees. The term will begin July 1, 2020 and end June 30, 2024.

For information purposes, Calendar of Events (**Attachment K**) were presented to the board.

**ADJOURNMENT**      There being no further business, the meeting adjourned.

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Donna Church, Recording Secretary

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Thomas "Tom" L. Thuss, Board Secretary