

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

Wednesday, January 16, 2019

The CCC and TI Board of Trustees met in regular session on Wednesday, January 16, 2019 at 11:30 a.m. in the Forlines Board Room (A-101).

Board Members Present were:

Larry W. Taylor-Chairman, Jerry T. Church, Alvin W. Daughridge, Lowell K. Younce, Marilyn C. Starnes, William “Bill” Stone, George Robinson, Ann E. Smith, Dale L. Hamby, James E. Sponenberg, William R. Winkler, Judge Robert Brady, Jessica Osgood-SGA.

Board Members Absent were:

Ronald R. Beane, Thomas L. Thuss

CCC&TI Staff and others present were:

Dr. Mark J. Poarch, President, Donnie Bassinger, David Holman, Randy Ledford, Dena Holman, Barbara Harris, Donna Church, Edward Terry, Virginia Annable-News Topic

Chairman Taylor called the meeting to order and Trustee Alvin Daughridge was asked to give the invocation.

**ETHICS
STATEMENT**

Trustee George Robinson 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 appearance of conflicts. Does any Board member have any known conflict of interest or appearance of conflicts 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 matters involved. (N.C.G.S. 138A-15(e)

INTRODUCTIONS

Dr. Poarch introduced the following new employees/employee transfers: Meredith Stutts, Financial Aid Counselor; Candice Quackenbush, Financial Aid Technician; Joshua Marsh, Chemistry Instructor; and Stacy Reagan the new Instructional Designer/Instructor.

Dr. Poarch introduced the following retirees and presented to them, on behalf of the Board of Trustees, a certificate of appreciation for their service and dedication to the institution. The retirees are as

follows: Kim Hinton, Director of Adult Education/College and Career Readiness. Kim has been with the college, in Adult Education for approximately 26 years. Kim expressed her appreciation to the Board of Trustees for all of their support over her tenure here with the college. Jennifer Teague is retiring after 32.5 years working in the Academic Support Center of Student Services.

MINUTES

A motion was made by Ann Smith and seconded by Marilyn Starnes to approve the December 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 distributed a picture of the Watauga construction site for the new Watauga Student Services Building. The pictures showed board members some of the progress we are making. He informed the board that according to State Construction guidelines, if a contractor misses two days' work through the week due to weather, they must make it up during the weekend. Some of the progress that has been made includes the following: constructing block walls, plumbing, and getting ready for steel walls to be erected within the next 30 days. The flooring, paint and furniture have been ordered.

The survey is not yet complete on the property on Roy Coffey Drive that is currently being looked at as the property where the Electrical Lineman building may be placed. We are hoping the corner area of the property will work for the Lineman Building.

Board Chairman Larry Taylor read an article to the board honoring Trustee Alvin Daughtridge for receiving the Legacy Award from EDC for over 50 years of contributions in business and educational endeavors and public service. All applauded Mr. Daughtridge for his dedication and leadership in the community.

Curriculum Committee:

Committee Chairman Alvin Daughtridge presented to the board, on behalf of the Curriculum Committee, the following new program applications: Human Services Technology Program Application (**Attachment B**), and Human Services Technology – Mental Health

Application (**Attachment B-1**).

Dr. Poarch was asked to review the program applications for information purposes. He informed the board that the college doesn't have any other programs like the Human Services Technology and the Human Services Technology –Mental Health programs being presented. He informed the board that the hospital plans to open a 27 bed mental health facility and is seeking qualified employees, which will help with employment of the students that finish the Human Services Technology – Mental Health program. He further informed the board that these programs are a direct response from us to meet the business and industry needs in our community.

Committee Chairman Alvin Daughtridge made a motion, on behalf of the committee, to approve the Human Services Technology Application (**Attachment B**) and the Human Services Technology-Mental Health Application (**Attachment B-1**) as presented. The motion carried.

Committee Chairman Alvin Daughtridge presented to the board, for review, the Program Termination form for Landscape Gardening (**Attachment B-2**). He informed Board members that components of the Landscape Gardening program will be moved to Continuing Education. He also announced that there has not been any enrollment in the program for the past two years and as is required by the State Board of Community Colleges, if there is no enrollment in a program for two years, the program must be terminated. A motion was made by Alvin Daughtridge, on behalf of the committee, to terminate the Landscape Gardening program as requested. The motion carried.

Finance Committee:

A motion was made by Committee Chairman Jerry Church to accept, with gratitude, the Gifts to the Institution this period in the amount of \$575,792 as presented in **Attachment C**. The motion carried.

A motion was made by Committee Chairman Jerry Church to approve State Budget Transfers from December 1-31, 2018 as presented in **Attachment C-1**. The motion carried.

Committee Chairman Jerry Church presented to the Board, the Interim Financial Summary Report for December 2018 (**Attachment C-2**). The report shows that we are halfway through the year and we have spent 45% of State Funds and 41% of County Funds. Jerry Church made a motion to approve the Interim Financial Summary Report for December 2018 as presented. The motion carried.

Personnel Committee:

In the absence of Committee Chairman Ron Beane, the Personnel Committee Report will be given by Trustee Alvin Daughridge.

Trustee Alvin Daughridge presented, for information purposes, the following employments/resignations/transfers: the employment of Joshua Marsh, Full-time Chemistry Instructor (**Attachment D-2**); the Employment of Stacy Reagan, full-time Instructional Designer/Instructor (**Attachment D-3**); the transfer of Pamela Seymour from full-time Administrative Assistant Adult Education to full-time Administrative Assistant Curriculum (**Attachment D-4**); and the resignation of Tim Gant, full-time Groundskeeper Assistant (**Attachment D-5**).

Trustee Alvin Daughridge presented, for information, the following employee retirements/resignation: the retirement/resignation of James Rodkey, full-time Business Administration Instructor – Watauga (**Attachment D**), and the retirement/resignation of Sheila Pritchard, Full-time Administrative Assistant, Curriculum (**Attachment D-1**).

Policy and Legislative Committee: No report

**SGA
REPORT**

SGA President Jessica Osgood announced that SGA has two positions available, and will accept applications through Tuesday, January 22, 2019. Interviews for the positions will be held January 23-25th.

Jessica informed board members that this week is Spirit Week and Welcome Back week for the students. As part of Spirit Week, SGA will be giving out prizes to students who participate in Spirit Week. The events taking place this week for Spirit Week are as follows: Monday, January 14th was Tacky Day, yesterday, Tuesday, January 15th was Hat Day, and today, Wednesday, January 16th is Cobra Day. Thursday, January 17th is Favorite Sports Team Day and Friday, January 18th is Pajama Day.

Vice President of Student Services Dena Holman announced that we currently have 3,151 students enrolled. Our goal is 3231, so we are on track and are still registering students in Watauga. We are hopeful that this will be the third consecutive semester that our enrollment has been up from the year before.

Dena also announced that the men's basketball team has a home

conference game scheduled for tonight and the women's basketball team is currently 10 and 5.

PRESIDENT'S COMMENTS

Dr. Poarch announced that he is looking forward to a great 2019 and informed those present that he will have an enrollment report for the February Board meeting and we will be able to compare this year with last year at this time.

Dr. Poarch presented, for information purposes, the Civic Center Monthly Report for December 2018 (**Attachment E**), the Spring Caldwell Cuisine Schedule (**Attachment I**), the Spring Watauga Carry Out Cuisine Schedule (**Attachment J**) and the Letters News Articles and Board Highlights (**Attachment K**). He informed board members that he will also be inviting our legislators to attend Caldwell Cuisine. All were asked to let Donna know if they planned to attend any of the Caldwell/Watauga Cuisine meals.

Dr. Poarch informed the Board that he has received a thank you letter from James Sprunt Community College (**Attachment F**) thanking us for helping them out after the Hurricane. SGA and NCAEOP raised \$800 for those in need associated with James Sprunt CC.

Dr. Poarch presented for information the Nursing Program Ranking (**Attachment G**). He informed the board that CCC&TI's Nursing program is ranked number 37 in North Carolina according to Nursing Schools Almanac. In addition, CCC&TI is ranked number 7 out of 57 AAS Nursing programs in North Carolina. Dr. Poarch is very proud of the ranking and our program being recognized. We have just started our LPN program and have 21 students enrolled.

Dr. Poarch apprized the Board of a situation with our Nuclear Medicine program. He informed the Board that our Nuclear Medicine students have to sit for the licensure exam and make an 80 or above to pass. We have fallen below the required 80% pass rate, which puts our Nuclear Medicine program on probation (**Attachment H**). Now we have to send a response to the accrediting body of the program on the steps we will take to bring the program back above the 80% rate. Chairman Taylor stated that in lower enrollment programs if one person fails the test, it can have a significant impact on the passing percentage. Dr. Poarch stated that there are 15 other schools that are

also on probation due to the licensure exam pass rate.

Dr. Poarch asked for the opinion of the board in that the Boone Chamber of Commerce wants to know if we want to host a Business After Hours event on October 8, 2019. We could turn it into a Business After Hours and Open House event for the new Watauga Student Services Center. We will host the Business After Hours event even if it isn't combined with the Open House event.

Trustee Lowell Younce expressed his concern for the building opening being combined with the Chamber event. He feels we should be so thankful not only to this board, but the commissioners in Caldwell County and Bill Stone for all they have done to make sure the building comes to fruition, that the open house needs to be an event all by itself. Trustee Bill Stone also feels that the Open House for the new Student Services Center should be a special recognition by itself and not combined with the chamber event. Trustee Billy Ralph feels that we really need to show off the new building and it should be a separate event. Dr. Poarch agreed to look at possible dates for an open house.

Dr. Poarch announced that Congressman Meadows will be on campus about 1:30 p.m. on Friday, January 18, for about an hour or so to visit with some of the program areas. Please let us know if you will be able to be here for his visit.

Dr. Poarch announced that the Chamber of Commerce annual dinner will be held on February 5, 2019 at 6:00 p.m. at the Civic Center. He asked for a show of hands of those who would like to attend and sit at CCC&TI's table. Those wanted to attend were Larry Taylor, Ann Smith, Alvin Daughridge, and Judge Robert Brady.

Dr. Poarch asked board members to think about dates, in which they could be available to visit with our delegation in Raleigh. It would probably be best sometime mid-to-late February to speak to them about the legislative priorities. One thing critical on the agenda will be faculty/staff salaries. We are ranked 41st in the nation where our salaries are concerned. The legislators reconvene on January 30th and there is also a Community College day in April. Dr. Poarch agreed to check on possible dates to meet with the legislators.

CHAIRMAN'S COMMENTS

Chairman Taylor asked Ann Smith to give a brief review of what the Trustee Student Award committee does. Ann stated that the committee members review the nominations, rank them and make a decision on the awards and one of the trustees on the committee normally presents the awards at graduation. Chairman Taylor appointed Dale Hamby, Billy Ralph and Ann Smith to the Trustee Student Award Committee for 2019.

Chairman Taylor presented the SEI No Change Form (**Attachment L**) and the SEI Long Form (**Attachment M**) to Board members and reminded them that the forms must be filed by April 15, 2019.

Chairman Taylor presented, for information, the Calendar of Events (**Attachment N**) and future board meeting dates and upcoming events/meetings.

NEW BUSINESS: Dr. Poarch announced that he will be taking any who are interested to the HUB in Hudson to tour the CCCTI Small Business Center, which is now housed in the HUB Station.

ADJOURNMENT: There being no further business the meeting adjourned.

Donna Church, Recording Secretary

Thomas L. Thuss, Board Secretary