

**Caldwell Community College & Technical Institute
Board of Trustees and Caldwell County Commissioners
Joint Meeting Minutes**

Wednesday, February 20, 2019

The CCC& TI Board of Trustees met in joint session with the Caldwell County Commissioners on Wednesday, February 20, 2019 at 11:30 a.m. in the Forlines Boardroom (A101).

Board members present were:

Larry W. Taylor-Chairman, Alvin W. Daughridge, Marilyn C. Starnes, Ronald R. Beane, William “Bill” Stone, Ann E. Smith, James E. Sponenberg, Dale L. Hamby, Thomas L. Thuss, William R. Winkler, Lowell K. Younce, Jessica Osgood-SGA

Board members absent were:

Jerry T. Church, Honorable George S. Robinson, Judge Robert M. Brady

Commissioners and other guest present were:

Stan Kiser-County Manager, Randy Church-Chairman, Mike LaBrose, Donnie Potter

CCC&TI Staff and others present were:

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

Chairman Taylor called the meeting to order and Trustee Billy Winkler was asked to give the invocation.

**ETHICS
STATEMENT**

Trustee Jim Sponenberg was asked to review 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: Janet Hah, full-time Transition Advisor for High School Programs. Janet

graduated from UNC Chapel Hill, where she was working with the UNC TRIO Program and Frank Pait, who is the Middle College Transition Advisor and the new baseball coach. Frank has been head coach at Lenoir Ryne and he also started baseball at CVCC.

Dr. Poarch introduced the following retirees and presented them with a certificate of appreciation on behalf of the Board of Trustees: Sheila Pritchard and Kathy Church. Sheila has been employed with the college for the past 21 years, with the first half of her career working with the TRIO program and the last several years as Administrative Assistant to Curriculum programs. Kathy has been employed with the college for approximately 31 years. She received her AAS degree from CCC&TI and has been employed by college since then. She works in the Basic Skills department as Office Manager for Adult Education and College and Career Readiness.

Chairman Taylor welcomed the Caldwell County Commissioners and the County Manager to the meeting and introduced them to the trustees. Randy Church, Chairman of the Caldwell County Commissioners. Mr. Church is in his second term as a commissioner and is retired from the Sheriff's Office. Stan Kiser, County Manager, Mike LaBrosse, is starting his third term as commissioner and Donnie Potter is starting his second term as commissioner. Trustees introduced themselves to those present.

The commissioners and county manager expressed their appreciation for the working relationship they have with the college. Dr. Poarch thanked the commissioners for taking time to attend the meeting and for the support and partnerships they share.

Dr. Poarch distributed a copy of the NC Community Colleges Legislative Priorities (**Attachment A**) to the commissioners and trustees and gave an overview of the legislative priorities. We just want to let the commissioners know where we are headed with our legislators. The legislative priorities included the college receiving one-half million dollars and half of those funds are nonrecurring funds. We are working to get that funding recurring. If the legislators do not pass the budget, we stand to lose almost \$300,000 off the top. The second item discussed was the IT enhancement. Ours is 20 years old and we are working to modernize it for our students. The third item is faculty and staff salaries. Last year, public school teachers received a 6.5% increase and our faculty got 2%. We are working to make our faculty salaries comparable to public schools.

Dr. Poarch announced that the college will begin baseball and softball this fall. The coach and assistant coach are in the process of recruiting and will have teams playing with a fall schedule. The men's team will play at the Walker Stadium and the

women's team will play at the optimist park.

MINUTES

A motion was made by Bill Stone and seconded by Jim Sponenberg to approve the January 16, 2019 meeting Minutes (**Attachment B**) as presented. The motion carried.

COMMITTEE REPORTS

Executive Committee: No report

Athletic Committee: No report

Building and Grounds Committee:

Committee Chairman Bill Stone presented pictures of the Watauga Construction site. The electrical and plumbing is in the process of being installed. We will convert the entire Watauga campus to natural gas with the completion of the new Watauga Student Services Center, which will save a lot of money for the college. Chairman Stone shared a drawing, with the group, of the building we plan to build for the electrical lineman facility. It will be a 7500 sq. foot indoor training facility. We are working with Duke Energy and Blue Ridge Electric on electrical lineman program. A feasibility study is currently being done to determine the building site

Committee Chairman Bill Stone informed the trustees that the Cobra Care Clinic is going through their six-month review and so far they have had 632 patient visits, with 28 of those being mental health visits. We hope our nurse practitioner in the Cobra Care Clinic will be able to offer the physicals required for our truck driver training program.

Curriculum Committee:

Committee Chairman Alvin Daughtridge presented, for information purposes, the Curriculum Committee Meeting Minutes for the January 9, 2019 meeting (**Attachment C**).

Finance Committee:

In the absence of Committee Chairman Jerry Church, Trustee Lowell Younce gave the Finance Committee report. A motion was made by Lowell Younce to accept with gratitude, Gifts to the Institution this period in the amount of \$5,615 as shown in **Attachment D**. The motion Carried.

A motion was made by Lowell Younce to approve the State Budget Transfers from January 1-31, 2019 (**Attachment D-1**), with one change being noted which was the required reversion of funds. The motion carried.

Lowell Younce presented for approval the Interim Financial Summary Report for January 2019 as shown in **Attachment D-2**. The motion carried.

Personnel Committee:

In the absence of Committee Chairman George Robinson, the committee report was given by Trustee Ann Smith. Ann Smith presented, for information purposes, the following new employees, resignations and retirements: the employment of Frank Pait, full-time Transition Advisor Middle College/Head Baseball Coach (**Attachment E**); Hannah Suddreth, full-time Administration Assistant, Civic Center (**Attachment E-1**); Janet Hah, full-time Transition Advisor High School Programs (**Attachment E-2**); Wayne Conley, full-time Groundskeeper Assistant, Facility Services (**Attachment E-3**), and James Womack, full-time Truck Driver Training Instructor (**Attachment E-4**). The resignation/retirement of Martha Schauman, full-time Administrative Assistant Civic Center Box Office (**Attachment E-5**); Kathy Church, full-time Office Manager, Adult Education/CCR (**Attachment E-6**); the resignation of Kellie Gore, full-time Instructor Medical Assisting Program (**Attachment E-7**); Kevin Suddreth, full-time Housekeeper (**Attachment E-8**); Ashley Watkins, full-time Housekeeper (**Attachment E-9**); Jiles Stanbury, full-time Facility Specialist/Landscape Gardener (**Attachment E-10**), and Nyri Guevara, full-time Program Assistant, College Foundation (**Attachment E-11**).

Policy and Legislative Committee:

In the absence of Committee Chairman Dale Hamby, the committee report was given by Bill Stone. Bill Stone made a motion, on behalf of the committee, to approve Student Services Part II (**Attachment F**) of the new policy manual. This section has been updated to coincide with requirements and new policy changes. The motion carried.

Bill Stone presented for approval, on behalf of the committee, the Emergency Action Plan (**Attachment F-1**). He explained that the plan goes into detail of what we need to do in the case of an emergency. Dr. Poarch informed the board that we have taken a lot of measures to make sure our campus is secure. For instance, some of those measures include installing security cameras, and hiring sworn officers to patrol campus.

**SGA
REPORT**

SGA President Jessica Osgood announced that SGA on the Caldwell Campus has welcomed Christian Williams from the Early College, Cassie Roberts from the Middle College, and Yanderin Velaquez. Elizabeth Blyth is the new SGA Treasurer. The Watauga Campus SGA has welcomed Darrell Smith as Senator.

Jessica announced that SGA sponsored a Club Day on February 14, 2019, in the LRC. There was a total of 7 clubs that participated.

Jessica informed board members that as of Tuesday, February 19th, both Caldwell and Watauga SGA's have raised a total of \$1,777.

SGA is also partnering with Village Inn Pizza Parlor in Lenoir for a Foundation fundraiser through the Students Helping Students Campaign. The event will take place on March 7, from 4-8:30 p.m. and ten percent of all sales during this time frame will go to the Foundation.

Jessica announced that the N4CSGA Western Division Meeting will be held on Saturday, February 23, 2019, at Forsyth Technical Community College and both Caldwell and Watauga SGA will participate.

Dena Holman, Vice President of Student Services announced that the golf tournament has been rescheduled for April 26, 2019.

PRESIDENT'S REPORT

Dr. Poarch presented, for information, the Civic Center Report for January 2019 (**Attachment G**) and Letters, News Articles and Board Highlights (**Attachment N**).

Dr. Poarch announced that we have received approval for the Minority Male Success Initiative Funding (**Attachment H**). The college will receive a total of \$105,000 for minority male services, which will be disbursed as follows: \$35,000 for year 2019, \$35,000 for 2020 and \$35,000 for 2022.

Dr. Poarch informed board members that he received a letter from Congressman Meadows (**Attachment I**) thanking him for the campus visit. He, Bill Stone, and George Robinson participated in the visit with Congressman Meadows. Dr. Poarch informed the board that in their blue folder was a copy of the letter that Congressman Meadows sent to Trustee Bill Stone thanking him for participating in the visit.

Dr. Poarch presented, for information, a letter asking for the college's budget reversion (**Attachment J**) in the amount of \$134,308.

Dr. Poarch announced that we have received the NCSEAA (Financial Aid) Program Review (**Attachment K**). The review was very good.

We were required to respond to a couple items, but we have done that and now the matter is closed. He is very proud of Financial Aid for keeping our records in order.

Dr. Poarch presented the Spring Enrollment Update (**Attachment L**). He explained that we are within three students of last spring's enrollment. Our overall FTE is up and enrollment FTE is up for summer and fall semesters, which will drive our 19-20 budget. If they don't pass the budget, we are looking at where we can improve and do more. Dr. Poarch thinks the co-admission agreement will give students another avenue and opportunity to enroll.

Dr. Poarch presented to the board a thank you letter from Dr. Kenneth Boham, President Emeritus (**Attachment M**). He was asked to tell the Trustees Dr. Boham said "thank you." Dr. Boham said that it is still his mission to promote CCC&TI. Dr. Poarch informed the board that he and Dr. Boham are having discussions about possibly starting a truck driver training class at James Sprunt in late March or early April.

Dr. Poarch informed the board that the Middle College Pathways are basically a repackaging of what we are currently doing at the Middle College. We were trying to encourage those students to come back to CCCTI so they can get their degree.

Dr. Poarch informed the board that we have signed an Articulation Agreement with Cabarrus College of Health Sciences to ensure they accept 60 hours of a student's Medical Imaging degree, which is the pathway for them to get a four-year degree, and the agreement also waives the application fee.

Dr. Poarch announced for those participating in the Legislative Visit on March 6th, he will leave from M Building on March 5th to travel to Raleigh. He met with Representative Ray Russell on the Watauga Campus last Friday and he and Dr. Shockley met with Senator Ballard at Wilkes Community College.

Dr. Poarch informed the board that we are having discussions about potential pharmaceutical programs with Excella and are discussing customized training classes. We will be asking the Board's Curriculum Committee to convene soon concerning the program information for the training, but right now conversations are still ongoing.

Dr. Poarch announced, for information purposes, that the Board

will be invited to a Furniture Lab Open House on April 25, 2019. We will have business and industry partners on campus that day as well. The specific time frame has not yet been determined.

CHAIRMAN'S COMMENTS

Chairman Taylor reminded Board members that the 2019 SEI Forms are due by April 15, 2019. All were asked to let Donna know if they need help with the form or mailing.

For information purposes, Chairman Taylor presented to the board the Calendar of Events (**Attachment O**), and future board meeting dates and events.

NEW BUSINESS

A motion was made by Bill Stone and seconded by Lowell Younce to go into a Closed Session to discuss a property matter with no report or action being taken during or after the meeting. The motion carried.

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Thomas "Tom" L. Thuss, Board Secretary