

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

Wednesday, June 19, 2019

The Caldwell Community College and Technical Institute Board of Trustees met in regular session on Wednesday, June 19, 2019 at 11:30 a.m. in the Forlines Board Room (A-101).

Board members present at the meeting were:

Larry W. Taylor-Chairman, Ronald R. Beane, Jerry T. Church, Dale L. Hamby, Ann E. Smith, James Sponenberg, William "Bill" Stone, Thomas L Thuss, William R. Winkler, Lowell K. Younce,

Board members absent from the meeting were:

Judge Robert M. Brady, Alvin W Daughridge, George Robinson, Marilyn C. Starnes

CCC&TI Staff and other guests present were:

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

Chairman Taylor called the meeting to order and asked Trustee Tom Thuss to give the invocation.

**ETHICS
STATEMENT**

Trustee William Winkler reviewed 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))

INTRODUCTIONS

Dr. Poarch introduced the following new employees to the board: Makayla Bryant, full-time Foundation Assistant. Makayla was a graduate of the Early College. Melody Moss, full-time Administrative Assistant, Continuing Education. Melody has been with the college as a part-time employee but recently accepted full-time employment. Richard Miller, full-time Computer Services Technician. Richard has also been with the college part-time but recently accepted full-time employment. Joseph Rhoney, full-time Academic Support

Center Assistant; Marshal Walker, full-time Electrical Linemen Instructor; Lanita Farley, full-time Administrative Assistant, Continuing Education, and Christine Sprinkle, full-time Administrative Assistant for Curriculum. Christine is a 2007 CCC&TI graduate.

FACILITIES UPDATE

Donnie Bassinger gave an update on the college construction projects. They will finish roofing the Watauga Student Services Center in the next couple of weeks and will then begin installing the sheet rock. They are also ready to begin the brick and rockwork. Donnie shared pictures showing the work in progress, of the Watauga building. He also informed board members we will be converting a current classroom into an information highway room. The library will be much larger in the new building, and the old student services building with approximately 3,000 square feet will become office space.

Electrical Linemen Facility: Donnie showed pictures of the proposed electrical lineman building and grounds and announced that 60 feet of the property would be in a floodway. However, we will still be able to use the grounds for the electrical lineman program.

Rite Aid Facility: Donnie informed the board that he and Jeff have inspected the building. It has 4 HVAC units in good condition, but, there will be some changes that will need to be made to the inside of the building. Some of the changes will consist of installing a roll up door, which will be needed to get machining equipment in the building. The VCT will have to be removed and we are not sure if any changes will need to be made to the concrete. The building was built in 1993 and has approximately 12,000 square feet on the main floor. Bill Stone announced that we are in the process of deciding on a name for the facility so, Dr. Poarch will bring to the July meeting, procedures on the facility naming process. We would also like to have a digital sign at the facility.

J Building Renovations: the machine shop that is currently in J Building will be moved to the Rite Aid Building. Once the equipment is moved, the area in J Building will become a welding lab. He also showed pictures of a middle college classroom that will be converted to a plumbing lab.

Civic Center: we plan to completely replace the stage floor with a composite flooring.

S Building: we plan to convert S Building into a new pharmaceutical lab.

Donnie gave the board information concerning the current square footage on both the Caldwell and Watauga campuses. We currently have a combined total of 183 acres on all college properties.

We began the Caldwell Campus with 3 buildings that were built in 1967. Several of the facilities on both campus are over 20 years old which means we will need to replace the roof on these buildings in the near future.

MINUTES

A motion was made by Bill Stone and seconded by Lowell Younce to approve the May meeting Minutes (**Attachment A**) as presented. The motion carried.

COMMITTEE REPORTS

Executive Committee: No report

Athletics Committee: N report

Building and Grounds Committee:

Committee Chairman Bill Stone informed the board that we have received a letter asking us for information on how we established the Health Care facility. We have responded to the letter and sent them the needed information. He also announced that health care services will be provided in all three of the high schools beginning this fall.

Curriculum Committee: No report

Finance Committee:

Committee Chairman Jerry Church noted that there are no Gifts to the Institution this period to be approved (**Attachment B**).

Committee Chairman Jerry Church made a motion to accept with gratitude the In-kind Gift Donation of salon products to the college's cosmetology department as shown in **Attachment B-1**. The motion carried.

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Committee Chairman Jerry Church informed the board that the "Blanket Travel Authorization" as shown in **Attachment B-2**, Authorizes the president, on behalf of the board of trustees, to sign off on travel documentation when necessary for both board members and

the president for the fiscal year 2019-2020. Jerry Church made a motion to approve the "Blanket Travel Authorization" as presented. The motion carried.

Jerry Church informed the board 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 the 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 Jerry Church to approve the “Authorization of the President” as presented. The motion carried.

Committee Chairman Jerry Church presented to the board, for review, the 2019-20 Student Fees cost sheet (**Attachment B-3**) . He asked that Dr. Poarch and Randy Ledford review the costs for board members. They gave an overview of the changes to the Student Fees for 2019-20 as follows: the cosmetology kits, culinary kits, medical assisting, ophthalmic, and sonography fees all went up. The medical sonography fees are new this year. Also, new fees for this year that have been added are computed tomography, electrical linemen, and networking solutions. These additional fees are due to prices going up on most of our programs. Randy Leford informed board members that if students can't afford some of the fees, we do what we can to try to help them with the cost. We try to keep the fees as low as possible when we can. A motion was made by Jerry Church to approve the 2019-20 Student Fees Cost sheet as presented. The motion carried.

A motion was made by Jerry Church to approve the State Budget Transfers for May 1-31, 2019 as presented in **Attachment B-4**. The motion carried.

A motion was made by Jerry Church to approve the Interim Financial Summary Report for May 2019 (**Attachment B-5**) as presented. The motion carried.

Jerry Church presented, for information, the Caldwell County Local Budget approval letter for 2019-20 (**Attachment B-6**). All board members were asked to thank our commissioners for the budget they gave us this year. We received an additional \$350,000 from the Commissioners.

Personnel Committee:

In the absence of Committee Chairman George Robinson, Trustee Ann Smith was asked to give the Personnel Committee report.

Trustee Ann Smith presented, for information purposes, the following

employments, and resignations: Resignation of Kaitlin Newman, full-time Testing Administrator, Watauga Campus (**Attachment C**); resignation of Brad Wandler, full-time Math Instructor (**Attachment C-1**); employment of Richard Miller, full-time Computer Services Technician (**Attachment C-2**) and the employment of Melody Moss, full-time Administrative Assistant, Continuing Education (**Attachment C-3**).

Policy and Legislative Committee:

Committee Chairman Dale Hamby directed the board's attention to **Attachment D**, Section 3, Part 1 of the new policy manual. Dale Hamby informed the board that the Policy and Legislative Committee met at 11:00 a.m. on Wednesday, June 19, 2019 to review Section 3, Part 1 of the new policy manual. Dr. Poarch informed board members that this section contains all of our leave policies, and salary information. The majority of the changes consisted of the cleaning-up and strengthening of the language. Dale Hamby, on behalf of the Policy and Legislative Committee, made a motion to approve this section of the manual as presented. The motion carried.

NOMINATING COMMITTEE

Committee Chairman Dale Hamby announced that the Nominating Committee met on June 19, 2019 and is recommending the current slate of board officers for the 2019-20 year. The recommended officers are as follows:

Larry Taylor – Chairman

Jerry Church – Vice Chairman

Ann Smith – Treasurer

Tom Thuss – Secretary

A full Nominating Committee Report will be given at the July Board of Trustees meeting.

SGA REPORT

Dena Holman announced the following: we are up to 72 baseball players and 26 committed softball players but they are still looking for housing; Summer enrollment is up by 3.5% over last summer and we are currently still registering for fall semester. Most of our athletes are not yet registered for classes.

PRESIDENT'S COMMENTS

Dr. Poarch presented, for information purposes, the Civic Center Monthly Report for May 2019 (**Attachment E**); the approval letter for the property purchase (2.04 acres) (**Attachment F**); and Letters, News Articles and Board Highlights (**Attachment M**).

Dr. Poarch informed board members that he has received a letter from the Town of Hudson regarding the permanent closure of Floral Avenue (**Attachment G**). Trustee Bill Stone announced that we have had surveys done of the 7.5 acres and in doing the surveys, we found a road on that property and this letter is saying they did approve the closure of that road. Dr. Poarch asked Trustee Ann Smith to thank the Hudson Town Council for the approval.

Dr. Poarch announced that we have received a letter from a student (**Attachment H**) bragging about our faculty and staff on the Watauga Campus. They name about one-half dozen of our faculty and staff, including Dr. Marsh. The letter referenced the deep caring nature of our faculty and staff.

Dr. Poarch presented the Nuclear Medicine Technology Progress Report letter (**Attachment I**). This letter lets us know that our program is making improvements. We have only had one or two students taking the exam, but since we have only two students showing taking the exams and passing and we must have at least three, our program is still on probation.

Dr. Poarch presented the Radiography Exam Results for 2019 (**Attachment J**), which show we have a 100% pass rate for this program.

Dr. Poarch presented, for information, the Summer Enrollment Report (**Attachment K**). We have been increasing in enrollment for the last three years in a row, which is a very good thing. Our fall semester and spring semester are up 146 FTE from this time last year. We are still up 64 above the two year average.

Dr. Poarch presented for information, a grant summary (**Attachment L**). The summary shows that we brought in over 2 million dollars over the last three years by applying for and receiving grant funds for various programs

Dr. Poarch gave the board a legislative update. He announced that Senate rolled out a budget that was very good to us. Right now the Senate and the House are trying to roll out a conference report. Some key differences between the House and the Senate budgets are in the areas of salaries and capital. He will keep all informed as the

information comes in. The Senate budget is proposing limitations with funding for Cooperative and Innovative High Schools. School Superintendents are doing all they can concerning Senate limitations.

For information, Dr. Poarch announced that he received a thank you note as a sponsor for South Caldwell High Schools Women's Softball Team.

Dr. Poarch announced that he and Jerry attended a meeting in Greensboro for Presidents and Chairmen. They broke out into regions and had discussions with other community colleges about the role community colleges play in NC's future.

Jerry Church announced that there is a good collaborative effort with community colleges. It was a very good meeting with good information.

CHAIRMAN'S COMMENTS

Chairman Taylor reminded board members that their 2019-20 Board Committee Preferences are due to Donna today. If you have not already done so, please get her your information.

Chairman Taylor presented for information purposes, the Calendar of Events (**Attachment N**) and future Board meeting dates and upcoming event dates.

Chairman Taylor announced that in the Lenoir News Topic today, there is a very good picture of Trustee Alvin Daughridge receiving the Lifetime Achievement Award. He also announced the Trustee Ron Beane celebrated his 60th wedding anniversary on Saturday.

UNFINISHED BUSINESS

A motion was made by Ann Smith and seconded by Bill Stone to go into Closed Session. Chairman Taylor announced that the board will reconvene after the session with information to report.

The Closed Session ended with Chairman Taylor reconvening the full-board meeting. Chairman Taylor informed those present that the board reviewed the Presidential Evaluations and the Presidents contract. The evaluations were excellent and there are no changes to me made to the contract for 2019-20 year.

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Thomas “Tom” L. Thuss, Board Secretary