

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

Wednesday, September 18, 2019

The Caldwell Community College and Technical Institute Board of Trustees met in joint session with the Watauga County Commissioners on Wednesday, September 18, 2019 at 6:00 p.m. at the Watauga Instructional Facility in Boone, NC in Room W-112.

Board members present were:

Jerry T. Church, Alvin W. Daughtridge, Wongalee Thomas, Bill Stone, George Robinson, Ann E. Smith, James E. Sponenberg, Thomas L. Thuss, Lowell Younce, William R. Winkler, Calistia Gragg-SGA

Board members absent were:

Larry W. Taylor, Christopher Barlowe, Ron Beane, Dale Hamby

Watauga County Commissioners present were:

Charlie Wallin – Commissioner

CCC&TI Staff and others present were:

Dr. Mark J. Poarch-President, Randy Ledford, Donnie Bassinger, David Holman, Robert Whitley, Dena Holman, Donna Church, Edward Terry, Steve Melton

In the absence of Board Chairman Larry Taylor, Vice Chairman Jerry Church presided over the meeting. Vice Chairman Jerry Church called the meeting to order and Trustee Tom Thuss 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:

After everyone present was introduced, Vice Chairman Church turned the floor over to Watauga County Commissioner Charlie Wallin. Mr. Wallin thanked the trustees for the support they give for the facilities and programing that is needed at the institution and for doing what was needed to secure a security officer for the Watauga campus. He serves on several committees with others from the institution. He also expressed his appreciation for the partnerships we have between the college and the commissioners.

Dr. Poarch expressed his appreciation for Mr. Wallin attending the meeting. We are excited about some new options for the Watauga Campus including HVAC and electrical classes as well as the Aspire Appalachian program, which is a great program with ASU that provides students a pathway to ASU that would not have the option otherwise. Dr. Poarch announced that Watauga Innovation numbers are up again this year. We are in full swing on both campuses and have several projects in the works.

**WATAUGA
REPORT**

Director Steve Melton expressed the anticipation that everyone is feeling just waiting on the completion of the new building. He informed everyone with the completion of the new building, they will be bringing the natural gas line in, which many have wanted for a while. Mr. Melton presented a few student success stories for those present. The first was about a student from Ukraine that has graduated and is currently working on their MBA through ASU, with a grade point average of 4.0. The students credited CCC&TI for the strong foundation they have in education.

Mr. Melton announced that they were awarded the Finish Line Grant by Governor Cooper in the amount of \$10,500 to be given to 10 students. The funds from the grant will be given to the students to help with whatever is needed to further their education. He also announced that we have several students that are in the Aspire Appalachian program that are finishing their eligibility and moving on to ASU. These students will also, as part of the program, have their ASU application fee waved.

MINUTES

A motion was made by Jim Sponenberg and seconded by Lowell Younce to approve the July 17, 2019 meeting Minutes (**Attachment A**) as presented. The motion carried. The Board did not meet during the month of August 2019 due to a trustee meeting all were scheduled to attend.

COMMITTEE REPORTS

Executive Committee: No report

Athletics Committee: No report

Building and Grounds Committee:

Committee Chairman Bill Stone announced that there might be a short delay in the completion of the new Student Services Center but not enough of a delay to interfere with the opening of the building. He also informed the board that we are waiting on state construction approval to begin the Electrical Lineman Building and currently working on cost estimates for the Rite Aid Building renovations.

Curriculum Committee: No report

Finance Committee:

A motion was made by Committee Chairman Jerry Church to accept with gratitude, Total Gifts to the Institution this period in the amount of \$52,380.18 as shown in **Attachment B**. The motion carried.

Chairman Jerry Church made a motion to approve an In-Kind Gift Donation of a 2005 Ford Vehicle (**Attachment B-1**) to be donated to the automotive program. The motion carried.

Chairman Jerry Church made a motion to approve an In-Kind Gift Donation of an electronic logging device (**Attachment B-2**) to be used in the truck driver training program. The motion carried.

Chairman Jerry Church made a motion to approve an In-Kind Gift donation of a phone charging station (**Attachment B-3**) to be used in the LRC. The motion carried.

Chairman Jerry Church made a motion to approve an In-Kind Gift Donation of cosmetics and cosmetic equipment (**Attachment B-4**) to be used in the cosmetology program. The motion carried.

Chairman Jerry Church made a motion to approve an In-Kind Gift Donation of Furniture for the Athletic department (**Attachment B-5**). The motion carried.

Chairman Jerry Church made a motion to approve an In-Kind Gift Donation of seed starter kits (**Attachment B-6**) to be used in the LRC. The motion carried.

A motion was made by Chairman Church to approve the Write-Offs for year ended June 30, 2019 as shown in **Attachment B-7**. The motion carried.

A motion was made by Chairman Church to approve the Interim Financial

Summary Report for August 2019 (**Attachment B-8**) as presented. The motion carried.

Chairman Church presented, for information purposes, the Notice from NC Retirement System (**Attachment B-9**) with the potential of spiking. There is no financial impact to the college.

Personnel Committee:

Committee Chairman George Robinson presented, for information purposes, the following employments, resignations and retirements: the employment of Ricky Ogborn, Full-time Truck Driver Training Instructor (**Attachment C**); employment of Ronald Walker, Full-time Director, Human Services Technology (**Attachment C-1**); employment of Colby Carr, Full-time Economics & Business Administration Instructor (**Attachment C-2**); employment of Brandy Baker, Full-time Practical Nursing Instructor – Watauga Campus (**Attachment C-3**); Employment of Suzanne Apperson, Full-time Nursing Instructor – Watauga (**Attachment C-4**); employment of Kerri Craven, Full-time Mathematics Instructor (**Attachment C-5**); employment of Joseph Houck, Full-time Testing Administrator – Watauga (**Attachment C-6**); Employment of Meredith Yount, Full-time Clinical Coordinator, Medical Assisting (**Attachment C-7**); employment of Jacob Cavanaugh, Full-time Mechanical Engineering/Computer Integrated Machining (**Attachment C-8**); employment of Melinda Goins, Full-time Compliance Specialist (**Attachment C-9**); employment of Adam Johnson, Full-time Director Fire, Rescue, EMS (**Attachment C-10**); retirement/resignation of Scott Rogers, Full-time Controller (**Attachment C-11**); resignation of Caleb Marsh, Full-time Mathematics Instructor (**Attachment C-12**); and the resignation of Jodie Overstrom, Full-time Counselor, Career/Admissions (**Attachment C-13**).

Policy and Legislative Committee:

In the absence of Committee Chairman Dale Hamby, Trustee Jim Sponenberg gave the Policy and Legislative Committee report.

For information purposes, Jim Sponenberg presented the July 17, 2019 Policy and Legislative Committee meeting Minutes (**Attachment D**).

**SGA
REPORT**

SGA President Calistia Gragg reported that we had a great student turnout for the Welcome Back Week events. Some of the events included student T-shirt Tye-Dye, Cobra Discount Day at Bo's, etc.

SGA also held a second discount day at the XEscape Room in Hudson. Twenty-six people participated in the XEscape event.

Today, September 18th, SGA was in the Library from 10-2pm for Club Day and Constitution Day. They held a presentation for Constitution Day and a Grab-n-Go. They were given a quiz to see which founder they most liked. Ten clubs participated in Club Day.

Calistia also announced that Creepy Caldwell 3 will be held on Saturday, October 26, 2019. They will have a Zombie 5K from 4:00 – 6:00 p.m. with the Trunk-o-Treat and festival being held from 5:30-7:30 pm.

Dena Holman Vice President Student Services announced that enrollment is up 4% this semester over last fall. We are working on the student schedules and trying to accommodate as many as we can.

PRESIDENT'S COMMENTS

Dr. Poarch announced that we will need to have the Board's Curriculum Committee meet in October to review a new program application for Biopharmaceutical Technology. It puts us in a bad place, but without it, we can't effectively respond to the needs in our area. The new program is Biomedical Pharmaceutical.

Dr. Poarch presented, for information purposes, the Civic Center Monthly Reports for July 2019 (**Attachment E**) and August 2019 (**Attachment F**).

Dr. Poarch presented, for information, the Compliance Review Report, Conducted FY 2018-19 for Summer 2017-Spring 2018 (**Attachment G**). There were two class attendance rosters that did not have faculty signatures on them, so we had to let the auditors know how we addressed that issue and make sure it doesn't happen again. This information goes to the State Board. The compliance Review auditors bragged repeatedly about how well we keep records and let us know this is a very minimal material finding, so it wasn't a bad report and we don't have to revert back funds to the state.

Dr. Poarch commended faculty member Faith Race who has just been appointed to the International Council of Accreditation Board (ICA) (**Attachment H**) for the Ophthalmic programs. Our faculty now make up 25% of the board.

Dr. Poarch distributed the CobraCare Clinic Schedule for 2019 (**Attachment I**). The clinic has adjusted the operating hours and will now also allow Trustees, their spouses, employees and their spouses to use the clinic.

Dr. Poarch reminded board members that we previously talked about using

the college IDs as Voter ID cards. There was some very strict language in the wording that he felt would not be beneficial for us to use our ID Cards as Voter ID cards. Therefore, he recommended that we opt out of using our ID cards, but the wording is much less strict now than before. The new regulations are not nearly as burdensome on the community colleges as before. He asked board members if we can comply with the regulations, will they approve using the College ID's as Voter ID's for our students and employees. A motion was made by Jerry Church and seconded by Bill Stone to approve Dr. Poarch to review the regulations and make the decision to use or not use college ID's as Voter ID's on behalf of the board. The motion carried.

Dr. Poarch, for information purposes, informed the board that Jeff Link, Dean Career and Technical Education, intends to file for a political office (**Attachment J**) and is required to make the board aware.

Dr. Poarch, for information purposes, informed the board that Joshua Marsh, Chemistry Science, Engineering and Math Instructor, intends to file for various political board positions (**Attachment K**) and is required to make the board aware.

Dr. Poarch presented the Fall Enrollment Report for 2015-2019 (**Attachment L**). He announced that enrollment is currently 3,721. This is the largest fall enrollment we have had since 2015. He is very proud of our enrollment and academic team who do what is needed to meet the demands of our students. We currently show a 6.5% increase in classes and our FTE is 9,500. The report shows that we have 840 new students which is up from 637. We are very proud and hope to see enrollment grow even more. It really says a lot that our enrollment is so good during a time of full-employment in our area.

Dr. Poarch reminded the board that he had originally mentioned holding the new building opening and the Business After Hours event in October as a combined event. Since things have been delayed, we have switched with another group so we are scheduled to do Business After Hours for the Boone and Blowing Rock Chambers of Commerce in November. He asked if they want to combine our building dedication for the new Student Services Center with the Business After Hours event on November 12, 2019. The Board approved combining the building dedication with the Business After Hours event on November 12, 2019.

Dr. Poarch presented, for information, the PTA Licensure Exam Pass Rate (**Attachment M**). He announced that 90% of PTA students passed their exam on the first attempt.

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

Dr. Poarch shared a story about Mr. Carl Barnes. Mr. Barnes is a 77 year old CCC&TI student and he is currently working on completing his High School Diploma. After reading an article on Mr. Barnes, Dr. Poarch went to his classes to meet him and speak with him about his story. The story is that when Mr. Barnes was young, he promised his mother that he would earn his High School Diploma. That promise was made 50 years ago and he has been working to complete his High School Diploma since 2014.

CHAIRMAN'S COMMENTS

Vice Chairman Jerry Church announced that the NCACCT Leadership Seminar held in Wilmington, NC, August 21-23, 2019 was a big success. He informed board members, that we had the best trustee representation in the state. Some of the other community colleges were asking how all of our trustees seem to get together. The trustees that attended the NCACCT meeting were Jerry Church, Bill Stone, Lowell Younce, Billy Ralph Winkler, Jim Sponenberg, George Robinson, Dale Hamby, Wongalee Thomas and Dr. Poarch.

Vice Chairman Jerry Church presented the approved Board Committee Assignments for 2019-20 (**Attachment O**). Jerry Church also announced that even though the committee members have been approved, the committees were still not finalized. Chairman Taylor will assign committee chairman and a Watauga representative to the Executive Committee before they can be finalized.

Vice Chairman Jerry Church presented, for information, the approved 2019-20 Board Meeting Calendar (**Attachment P**), the Calendar Of Events (**Attachment Q**), and future board meeting dates and upcoming meetings and events.

Vice Chairman Jerry Church announced that the Wednesday, October 16 2019 Board meeting that was regularly scheduled to be held at the Civic Center has been changed. The Wednesday, October 16, 2019 Board of Trustees Meeting will be held in the Forlines Board Room beginning at 11:30 a.m.

UNFINISHED BUSINESS

A motion was made by Tom Thuss and seconded by Bill Stone to go into Closed Session, for the purpose of discussing a property

matter, with no action being taken and no need to reconvene the full board after the Session adjourns. The motion carried.

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Thomas “Tom” Thuss, Board Secretary