

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

Wednesday, April 15, 2020

The CCC&TI Board of Trustees met telephonically in regular session on Wednesday, April 15, 2020 at 9:00 a.m.

Those board members participating were:

Larry W. Taylor-Chairman, Jerry T. Church, Lowell K. Younce, Alvin W. Daughridge, Wongalee Thomas, Ronald R. Beane, William S. Stone, George S. Robinson, Ann E. Smith, James E. Sponenberg, Dale L. Hamby, Thomas L. Thuss, Christopher Barlowe, William R. Winkler, Calistia Gragg – SGA

CCC&TI Staff and others participating were:

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

Chairman Larry W. Taylor called the meeting to order and Trustee Alvin Daughridge gave the Invocation.

ETHICS

STATEMENT

Trustee Lowell Younce was asked to review the following Ethics Statement:

In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflict of interest and appearance 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 Wongalee Thomas and seconded by Lowell Younce to approve the February 18, 2020 Meeting Minutes (**Attachment A**) as presented. The motion carried.

A motion was made by Chris Barlowe and seconded by Ann Smith to approve the March 18, 2020 Special Called Meeting Minutes (**Attachment A-1**) as presented. The motion carried.

A motion was made by Jim Sponenberg and seconded by Ann Smith to approve the March 30, 2020 Special Called Meeting Minutes (**Attachment A-2**) as presented. The motion carried.

COMMITTEE REPORTS

Executive Committee:

Committee Chairman Larry Taylor presented for information, the Executive Committee Meeting Minutes for March 13, 2020 as shown in **Attachment B**.

Athletics Committee: No report.

Building and Grounds Committee:

Committee Chairman Bill Stone informed board members that the re-roofing of J Building has been completed and we are now in the process of re-installing the gutters.

Committee Chairman Bill Stone shared the following information concerning the Electrical Lineman Building: The amended 3-1 form for the Lineman Building is on the State Board Meeting agenda for approval on Friday, April 17, 2020. Once it is approved, State Construction will release approval of the contract to Garanco Inc.

Chairman Bill Stone informed board members that the new epoxy floors in the Rite Aid Building are complete and the architects and engineers are near completion of the drawing of the walls and mechanical specs so the project can be bid out, hopefully by the end of next week.

Curriculum Committee: No report

Finance Committee:

Committee Chairman Jerry Church made a motion to approve State Budget Transfers for March 1-31, 2020 (**Attachment C**). The motion carried.

Committee Chairman Jerry Church made a motion to approve the Interim Financial Summary Report (**Attachment C-1**) for March 2020 as presented. The motion carried.

Jerry Church made a motion to approve the Financial Audit Report for Year Ended June 30, 2019 (**Attachment C-2**). The motion carried.

Committee Chairman Jerry Church presented for information, the Finance Committee Meeting Minutes (**Attachment C-3**) for March 18, 2020.

Personnel Committee:

Committee Chairman Wongalee Thomas presented, for information, the following employments, retirements and resignations: the employment of Katelyn Long, Full-time Transition Advisor, On-campus High School Programs (**Attachment D**); employment of Josie Varela, Full-time Transition Advisor West Caldwell High School (**Attachment-D-1**); employment of Jaalen Corpener, Full-time Counselor, Career and Advising (**Attachment D-2**); employment of Margaret Bumgarner, Full-time Instructor, Nurse Aide – Caldwell Campus (**Attachment D-3**); the retirement/resignation of Sharon Osborne, Full-time Receptionist, Watauga Continuing Education (**Attachment D-4**); Retirement/resignation of Mark Walters, Full-time Instructor, Anatomy Science, Engineering and Math (**Attachment D-5**). The resignation of Richie Covington, Women’s Basketball Coach and Success Coach (**Attachment D-6**) and the resignation of Natalie DeSalle, Full-time Assistant Director Financial Aid – Watauga Campus (**Attachment D-7**).

Policy and Legislative Committee: No report

SGA REPORT

SGA President Calistia Gragg reported that SGA has been working hard to find ways to connect with students through social media. Since moving classes to an online format, SGA has hosted an Online Spirit Week using #CobraSpirit.

Calistia reported that in order to keep students that liked games and competition still connected during this difficult time, for intramurals, SGA has formed an Esports League. Through a company called Mission Control, we are offering NBA, 2K and Rocket League. Students can sign up through tonight (4/15/20) at 5 pm.

SGA will have applications for SGA elections open until April 29th. Voting will be held May 1-4, 2020.

SGA will be starting “Wise Word Wednesday” with different Ted Talks being featured on our social media and through email to students. SGA will also start a “Virtual Tour Thursdays,” which will be shared with students through email and social media. Students tour national parks this Thursday through Google Play. SGA will also feature Point of View (POV) attractions like rollercoasters and Disney rides, and maybe some rides from Dollywood.

Calistia also announced that TRIO is hosting Cyber Cafes so students can connect and support each other.

Calistia announced that Kim Lackey was the featured speaker on a

national webinar hosted by the National Society of Leadership and Success. The webinar topic was “Self-Care for Higher Educational Professionals” during Covid-19. Over 300 participated.

Calistia informed the board that National Society of Leadership and Success is considering hosting a virtual award.

PRESIDENT'S COMMENTS

Dr. Poarch gave an update on the Coronavirus. He informed the board that we will remain closed for now with only essential personnel working and other employees that can, will be teleworking from home. We have also purchased an online professional development subscription to allow employees to access professional development from home during this time.

Classes are continuing online. 84% of curriculum classes are now online. All seated classes are suspended except for the following exceptions: second year nursing students which have clinicals, Radiography students with clinicals, and BLET.

Dr. Poarch informed board members that Google has donated 75 Chromebooks to be used by students that don't have a computer. Google will also set up rolling hot spots throughout the county so that more students will have access to the internet. However, some students have other needs that we are trying to help them with by using Finish Line Grant funds and the Foundation Emergency Assistance funds.

Dr. Poarch also informed board members that the college is helping where we can in the community, and some examples are by supplying masks, gowns, shoe covers and face shields to Hospice. The face shields are also being given to Caldwell Memorial Hospital. The face shields that we donated were made from our 3D printers. We also received a request from the Department of Health and Human Services to allow Pearson View to use CCC&TI as a site for testing for Nurse Aide exams. We held a Blood Mobile on campus and collected 150 pints of blood. Dr. Poarch asked board members to let him know if they are aware of any other way we can help our community.

Dr. Poarch informed board members that we are tracking student withdrawals to determine the reason they are dropping and if it is related to the virus. Also, students can carry their tuition forward through spring of 2021. The plan is to offer classes online to the extent possible.

Dr. Poarch announced that we are anticipating that more students will access our services this fall because of unemployment estimates and because some students may hesitate to return to the 4-year universities, so we are looking at every possibility for this fall. Golden Leaf has approved additional funding of up to \$500,000 for NC Community Colleges. We are asking for a maximum of \$20,000 of this funding. Part of the funds will be used for student aid to fund tuition, food, housing, technology and childcare. It will basically be used to provide for things related to the virus that community colleges have experienced.

Trustee Tom Thuss pointed out to board members that when considering their donations for the Foundation Fund Drive for the upcoming year, they need to step up their contributions as a board and make sure their donations are 100% from all board members. He also announced that Dr. Poarch is chairing the Foundation Campaign this year and they need to remember that there will be a lot of challenges on the back end of this virus.

Dr. Poarch presented, for information, the Civic Center Monthly Report for February 2020 and March 2020 (**Attachment E**), a Thank You letter from Congresswoman Virginia Fox (**Attachment F**), the 2017 Cohort Default Rate (**Attachment I**), and Letters, News Articles, and Board highlights (**Attachment N**).

Dr. Poarch presented, for information, the NC Community College System 2020-2021 Consensus Budget Priorities (**Attachment G**). The priorities included a 5% pay increase for employees, to support full funding for enrollment growth, a new IT system for the community college system and capital funding of 7 million that we desperately need.

Dr. Poarch informed the board that in speaking with Senator Ballard, she informed him that the legislators will meet in Raleigh on April 28, 2020 to deal with the virus issues.

Dr. Poarch informed the board that the SACSCOC Substantive Change Letter-Emergency Temporary Relocation of Instruction as shown in **Attachment H**, is asking for approval from SACS to move all instruction online. SACS initially granted the online approval for classes through July 21, 2020 but have now extended the approval through December 2020 if necessary.

Dr. Poarch presented the myFutureNC Resolution (**Attachment J**) to the board for approval. All institutions and all boards were asked to consider adopting this resolution that supports NC's attainment goal of having 2 million people between the ages of 25-44 with a post-secondary degree or high-quality credential by 2030 to help fill the gap in education. This resolution states that CCC&TI agrees there is an education gap in NC and we will do all we can to help overcome that gap. A motion was made by Jerry Church and seconded by Jim Sponenberg to approve the Resolution as presented. The motion carried.

Dr. Poarch presented the Board of Trustee Self Evaluation Form for 2020 (**Attachment K**). He reminded board members that they are required to do a trustee evaluation annually. This can also be sent to each board member electronically, if they prefer. All were asked to complete the form and return it before the May 20 meeting.

Dr. Poarch informed the board that we have received additional Finish Line Grant funds for students in the amount of \$20,000 as presented in **Attachment L**. These funds will help students complete their programs.

Dr. Poarch presented, for information, the approval letter for the Biopharmaceutical Technology Program (**Attachment M**).

Dr. Poarch informed board members that he and Donnie Bassinger did meet with John Cort to start the process for the Facilities Master Plan Update, but the virus situation has stalled everything. We will move forward with this when we can.

Dr. Poarch informed board members that we have postponed our May Graduation exercises due to the virus, but have tentatively moved the graduation date to August 8, 2020. We are not sure at this point if we can stay with this plan for graduation, but our plan is to hold all 3 graduation ceremonies on August 8, 2020 and have face to face ceremonies.

CHAIRMAN'S COMMENTS

Chairman Larry Taylor informed board members that the Presidential Evaluations for 2020 will be mailed to their homes. All were asked to please take time to complete the evaluation and return it by May 22, 2020.

Chairman Taylor encouraged all board members to donate to the Foundation Fund Drive. He asked for 100% participation of donations from board members to the Foundation for 2020.

Chairman Taylor thanked that college staff for all they have been doing to make this difficult time easier for board members and students.

For information purposes, Chairman Taylor presented to the board future board meeting dates and upcoming meeting and events dates to board members.

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Thomas “Tom” Thuss, Board Secretary