

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

**Wednesday, May 20, 2020**

**ROLL CALL**

**Presiding:** Larry W. Taylor, Chairman

**Present:** Jerry Church Ronald Beane  
Christopher Barlowe Alvin Daughtridge  
David Hamby William "Bill" Stone  
James Sponenberg William Winkler  
George Robinson Thomas Thuss  
Wongalee Thomas Ann Smith  
Lowell Younce Calistia Gragg - SGA

**CCC&TI Staff/Others:** Dr. Mark Poarch, President, Randy Ledford, Donnie Bassinger,  
David Holman, Dena Holman, Susan Wooten, Mark Howell,  
Donna Church, Edward Terry, Kara Fohner-*News Topic*

The CCC&TI Board of Trustees met telephonically in regular session on Wednesday, May 20, 2020, at 11:30 a.m. Chairman Larry W. Taylor called the meeting to order and asked Trustee Ron Beane to give the Invocation.

**ETHICS  
STATEMENT**

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 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))*

**ACADEMIC  
EXCELLENCE**

## **PRESENTATION**

Dr. Poarch introduced the 2020 Academic Excellence Student Award winner, Mr. Christian M. Williams and presented him with a medallion, a plaque, a framed certificate and a letter from NCCCS President Peter Hans. Christian will graduate with a 4.0 GPA, he earned both his Associate in Arts Degree and Associate in Science Degree and will transfer to NC State University this fall and major in medicine/research. One of his instructors, described him as one of the most promising students, she has ever taught. In addition to his academic accolades, Christian was team captain for the Early College Olympia Team, served on SGA, was involved in the American Chemistry Society, was a member of Phi Theta Kappa, and was involved with the college Ambassadors. Christian also volunteered at Caldwell Memorial Hospital and various doctor's offices. Christian was congratulated by board members and wished the best of luck in his career.

## **MINUTES**

A motion was made by Trustee Ann Smith and seconded by Trustee Bill Stone to approve the April meeting Minutes (**Attachment A**) as presented. The motion carried.

## **COMMITTEE REPORTS**

**Executive Committee:** No report.

**Athletics Committee:**

Committee Chairman Tom Thuss informed board members that we are beginning to ramp up recruiting activities and will begin with opening of Phase II on May 26. There will be coordinated opportunities for athletes and coaches which will be handled through the Athletics office. Chairman Tom Thuss commended Jeff Link for doing a great job publishing athletic information.

Chairman Thuss announced that Anderson Bynum has been named head coach for the women's basketball team. He was recently head coach for Owen High School in Black Mountain, N.C. and has junior college experience as well.

**Building and Grounds Committee:**

Committee Chairman Bill Stone presented, for information, the Electrical Lineman Facility Approval Letter (**Attachment B**). The formal award letter for the Electrical Lineman Facility was released by State Construction on May 11, 2020. Our architect is now working with Garanco to prepare the contract and to set up a pre-construction meeting.

Committee Chairman Bill Stone announced that formal bids for the new Paul H. Broyhill Center for Advanced Technologies renovation were due today. The lettering for the building is in production and scheduled to be installed next week.

### **Curriculum Committee:**

Committee Chairman Alvin Daughtridge announced that the Curriculum Committee met today, May 20<sup>th</sup> at 11:00 a.m. and is recommending that the full board approve both the Teacher Preparation Associate in Arts program application (**Attachment C**) and the Teacher Preparation Associate in Science program application (**Attachment C-1**) as presented. The question was asked how the programs will impact the teacher shortage in the state. Dr. Poarch stated that these programs will help students to transfer from the community college to the university. Dr. Poarch informed board members that Randy Ledford has done a lot of work with our public school and university partners locally to help develop a “grow your own teacher program.” These new programs will allow students to take more education courses at the community college which should ease the transfer process and reduce the amount of time students have to spend at the university. These programs will allow CCC&TI to more effectively address teacher shortage in our region. After a Roll-call vote from board members, “For” or “Against” the approval of the Teacher Preparation programs, all 15 board members voted “For” approval of the Teacher Preparation Associate in Arts program and the Teacher Preparation Associate in Science program. The vote carried unanimously.

### **Finance Committee:**

Committee Chairman Jerry Church made a motion to approve the State Budget Transfers for April 1-30, 2020 (**Attachment D**) as presented. After a Roll-call vote from board members, all 15 board members voted “For” the approval of the State Budget Transfers. The vote carried unanimously.

Committee Chairman Jerry Church made a motion to approve the Interim Financial Summary Report for April 2020 (**Attachment D-1**) as presented. After a Roll-call vote from board members, all 15 board members voted “For” the approval of the Interim Financial Summary Report for April 2020. The vote carried unanimously.

### **Policy and Legislative Committee:**

Committee Chairman Daley Hamby informed board members that the Policy and Legislative Committee met telephonically today, May 20, 2020 at 10:00 a.m., to review for approval the Academic Integrity Policy (**Attachment E**), the Incomplete Emergency Temporary Policy (**Attachment E-1**), the LPN to ADN Admissions Policy (**Attachment E-2**), and the Inclement Weather/Other Emergencies Policy (**Attachment E-3**).

Dr. Poarch informed the board that the current Academic Integrity Policy (**Attachment E**) states that if the policy is violated, the instructor has to give the student an “F” for the class. We want to change the

wording

from “will” fail to “may result” to give the instructor the ability to use the violation as a teaching tool depending on the individual circumstances for those who may not understand instead of

just issuing an “F.”

Dr. Poarch further informed the board that before the Incomplete Emergency Temporary Policy (**Attachment E-1**), a student had one of two options when withdrawing from a class. One, they would take an “incomplete” or two, they would “withdraw” from the class. With the proposed Incomplete Emergency Temporary Policy (**Attachment E-1**), students will have until the end of spring semester 2021 to complete the course requirements and if they don’t, the grade converts to a “withdrawal emergency.” The recommendation is to have a temporary policy for incompletes for spring 2020, for a non-punitive grade so the students are not penalized.

Dr. Poarch presented to the board the LPN to ADN Admissions Policy (**Attachment E-2**). He explained that we currently have a two-year nursing degree and a one-year LPN diploma program. This admissions policy will allow students to complete a one-year program and transition over to the two-year program. This admissions policy outlines how points are awarded to help the competitive nature of the bridge program.

Dr. Poarch presented to the board for approval, the Inclement Weather/ Other Emergency Events Policy (**Attachment E-3**). He informed board members that we are required to document how missed class times are made up during inclement weather situations such as choosing to add additional minutes to the class, utilizing student breaks as make up days, or possibly extending the length of the semester.

By adding “other emergency events” to this policy, it will allow us to use the same policy when class time is missed for situations other than inclement weather such as Covid 19.

After a Roll-call vote from the full board “For” or “Against” approval of the Academic Integrity Policy (**Attachment E**), the Incomplete Emergency Temporary Policy (**Attachment E-1**), the LPN to ADN Admissions Policy (**Attachment E-2**), and the Inclement Weather/ Other Emergencies Policy (**Attachment E-3**), all 15 board members voted “For” the approval of Attachment E, Attachment E-1, Attachment E-2 and Attachment E-3. The vote carried unanimously.

#### **Personnel Committee:**

Committee Chairman Wongalee Thomas presented, for information, The following employments, retirements and resignations: the employment of Meghan Edmisten, full-time Administrative Assistant, Student Services (**Attachment F**); Scott Triplett, full-time Student Services Coach (**Attachment F-1**); Carmela Tomlinson, full-time Director, Small Business Center/Instructor (**Attachment F-2**); Luke Benton, full-time Music Instructor (**Attachment F-3**); and Brooke Elder, full-time Office Administration/Medical Off., Administration (**Attachment F-4**). The retirement/resignation of Virginia Navarro,

full-time Special Populations/Adult Education Instructor (**Attachment F-5**); the resignation of Donavon Kirby, full-time Student Services Counselor-Watauga (**Attachment F-6**) and the resignation of Melinda Goins, full-time Compliance Specialist, IE Department (**Attachment F-7**).

**SGA  
REPORT  
officers**

Stinson,

SGA President Calistia Gragg announced that the newly elected

for 2020-2021 year are as follows: President-Meredyth Galliher, Vice President for Caldwell – Brianna Swanson, Vice President for Watauga – Micheala Waters, Secretary for Caldwell – Makayla

Secretary for Watauga – Mackenzie Haffield.

Calistia Gragg informed the board that they hosted the first ever Virtual Induction Ceremony for NSLS and Dr. Poarch was the guest speaker. Three awards were given out during the ceremony: the Excellence in Teaching to Angela Ruppard and Matthew Williams and the Excellence in Service to Students to Linda Watts.

Calistia announced that the first round of intramural league play has ended with the NBA 2k2020 PS4 champion being Jordan Murphy and the Rocket League champion being Micah Tabor. More league plays will begin the second week of summer school.

up

Calistia announced that SGA continues to meet weekly and is setting transition meetings and planning meetings for fall 2020.

**PRESIDENT'S  
COMMENTS**

Dr. Poarch updated board members on where we are with Covid 19. He informed board members that we are waiting on the Governor's update regarding Phase II, but are currently continuing with the face to face classes as we are able. We are focusing on trying to get students finished up with their spring classes. The summer semester started on Monday, May 18, and most classes are still online. We have additional face to face workforce classes that will begin next week. Even though we are closed to the public except for classes, we are also trying to work out how to bring back the support staff.

He informed board members that we have numerous things in place to make sure we are doing everything we can as far as the virus is concerned. Dr. Poarch thanked Executive Council members for all they have done to keep things going and to help get us back to serving our students, the best way we can.

Dr. Poarch informed the board that we have plans in place to get us

through the summer semester and are working on plans for fall. We are considering offering more hybrid classes which gives us flexibility. If we have to transition classes to online again, it is easier to move hybrid classes to online than it is to move a seated class to online. We had a 21% increase in withdrawals from spring 2019 to spring 2020. In spite of all the services we put into place, we still saw an increase in withdrawals. One thing we are doing for fall semester, is assessing all classrooms to see how we can maintain the 6ft. social distancing protocols. The social distancing will reduce the number of students in each class, so we are looking at the how we can provide enough faculty to teach all of the sections that will be needed. Another challenge we will face is how to handle all of the safety screening that will be needed. We are doing everything we can to take care of everyone.

Dr. Poarch informed the board that the we will receive some additional Golden LEAF Covid-19 (**Attachment G**) funding. The additional funding will be to help students with expenses due to Covid 19 and will be divided between both Continuing Education and Curriculum students.

Dr. Poarch announced that the college will receive money from Cares Act funding (**Attachment H**) through the Department of Education in the amount of \$1,753,469. One-half of these funds (\$8,767,35) have to be spent on students. The funds for students have been divided into two categories. All students who were eligible for Title IV funds in spring 2020 (1,077 students) will receive a base allotment of \$410 each. The remainder of the funds specifically for students will be awarded based on an application process. The funds will be disbursed through our Financial Aid department. Students have until June 19, 2020 to apply for the money. The other half of the funds is institutional funds and the way the funds can be used is very limited.

Dr. Poarch informed board members that the NCCCS Budget Management Restrictions as shown in **Attachment I**, and is from the system office regarding spending for the remainder of the academic year. The imposed spending restrictions on us will go through June 30, 2020, which means there is no purchasing allowed, except for what is required for instructional purposes.

Dr. Poarch presented the Legislative Priorities (**Attachment J**) which have been revised with the latest updates. There has been a receipt shortfall of 25 million dollars. Dr. Poarch announced that he has reached out to all four of those in our delegation to ask them to support HB 1066, which has enrollment growth as well as a 5% salary increase for community college employees.

Dr. Poarch presented, for information, the 2020-2021 Estimated FTE (**Attachment K**). Curriculum numbers are up 194 FTE, Continuing Education is up 79 FTE and Basic Skills is down 16 FTE, this is a

total increase of 257 FTE going into next year.

The 2020-2021 Student Fees (**Attachment L**) that were to be reviewed and approved by the full board, were tabled until the June 17, 2020 meeting.

prior

Dr. Poarch announced that we were awarded an additional \$100,000 through the Charles A. Cannon Charitable Trust Grant (**Attachment M**). We have already received an award of \$100,000

to this award. We have received a total of \$200,000 from the program.

The

Dr. Poarch announced, for information purposes, that the Ophthalmic Clinical Assistant Program (**Attachment N**) has been reaccredited.

program accreditation is good through 2023.

Dr. Poarch shared, for information, a thank you letter (**Attachment O**) from Caldwell Hospice for the college providing protective equipment, masks, gowns, shoe covers and face shields during the Covid 19 pandemic. We also supplied shields to Caldwell Memorial Hospital and to one of the pediatric dentists in Lenoir.

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

## CHAIRMAN'S COMMENTS

For information purposes, the trustee reappointment letter for Larry W. Taylor (**Attachment Q**) was presented to the board. He will serve an additional four-year term on the board which will begin July 1, 2020 run through June 30, 2024.

Chairman Taylor appointed Trustee Dale Hamby, Bills Stone and Alvin Daughridge to the Board of Trustees Nominating Committee for Board Officers for 2021, with Dale Hamby serving as chairman.

Chairman Taylor distributed the 2020-2021 Board Committee Preferences (**Attachment R**) to members. All were asked to choose two committees and return to Donna Church by June 17, 2020.

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

Chairman Taylor announced that if possible, the board's June Board Meeting will be held at the Civic Center.

Chairman Taylor thanked Dr. Poarch, faculty and staff for the extra time they are putting in due to the pandemic. Their efforts are greatly appreciated.

**ADJOURNMENT**

There being no future business, the meeting adjourned.

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Donna Church, Recording Secretary

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Thomas “Tom” Thuss, Board Secretary