

**CCC and TI Board of Trustees,
Caldwell County Commissioners, and Caldwell County Board of Education
Meeting Minutes**

Wednesday, October 21, 2020

The CCC&TI Board of Trustees met in joint session with the Caldwell County Commissioners and the Caldwell County Board of Education on Wednesday, October 21, 2020 at 12:00 noon in Room 206 at the JE Broyhill Civic Center.

Board members present at the meeting:

Larry W. Taylor-Chairman, Jerry T. Church, Alvin W. Daughridge, Joel Carroll, Ron Beane, Dale Hamby, Ann E. Smith, James E. Sponenberg, Bill S. Stone, Wongalee Thomas, Thomas "Tom" L. Thuss,

Board members attending telephonically:

Chris Barlowe, William Winkler, Meredythe Galliher-SGA

Board members absent from the meeting:

Lowell K. Younce

Caldwell County Commissioners and Board of Education members present:

Commissioner Randy Church-Chairman, Stan Kiser- Town Manager, Dr. Don Phipps-Superintendent, Commissioner Jeff Branch, Commissioner Mike LaBrose, Darrell Pennell -Board of Education Chairman, Teresa Branch, Chris Bumgarner, Ann Edwards, Joe Sims.

CCC&TI Staff and others present:

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 Taylor called the meeting to order and asked Trustee Alvin Daughridge to give the invocation.

**ETHICS
STATEMENT**

Trustee Ann Smith was asked to review the following Ethics Statement with those present:

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 those present were introduced. Dr. Phipps, Superintendent announced that the high schools are still working remotely, grades 1-5 are in session, and the public schools are currently down 500 students this year. Dr. Phipps also announced that they had an audit this year and have been able to add \$856,000 to their fund balance from last year. The public-school system is down 120 positions, but are still in a better place than they have been in a long time.

COLLEGE UPDATE:

Dr. Poarch presented a PowerPoint presentation that gave an overview of the new construction, and renovations that are taking place around campus. Some of those included the new Paul H. Broyhill Center for Advanced Technologies (former Rite Aid Building). We are very excited to show case this building because we have never had another facility like this one in Caldwell County.

He also presented pictures of our new Electrical Linemen Facility property. The new building site is progressing and we hope to be able to open it by next summer.

Next, he showed pictures of renovations that are being made to areas of J Building which will house our new biopharmaceutical lab. We have also replaced the stage floor in the Civic Center and are reviewing the possibility of purchasing a digital sign for the Paul H. Broyhill Center for Advanced Technologies and TAPS property.

He informed those present that we also have a new building at the Watauga Campus which houses our Student Services Department and is already being used. We had an opening planned for this building, but due to weather and Covid 19, we had to cancel the event twice. Dr. Poarch also informed the group that we are up over 3% in enrollment this semester, but other community colleges are down and struggling. A big part of our college enrollment comes from the high schools. At least 1,044 high school students are taking a college class this semester, 26% of those are from Caldwell County, but the number of new students on the Caldwell Campus is down approximately 100 students. We had a total of 70 fewer students this fall as compared to last fall, but we are doing a better job at retention. The average student age is 22 and the demographic trend is 9.2% Hispanic and 79% white. Our top programs are Career and College Promise, which has the largest number of students, health sciences and business programs.

Trustee Bill Stone announced that the college will hold a flu clinic next Wednesday and low-income students will get a free flu shot.

MINUTES

A motion was made by Trustee Ann Smith and seconded by Trustee Jerry Church to approve the August 19, 2020 Board Meeting Minutes (**Attachment A**) as presented. The motion carried.

Chairman Taylor presented, for information purposes, the Closed Session Meeting Minutes for August 19, 2020 (**Attachment A-1**).

COMMITTEE REPORTS

Executive Committee: No report

Athletics Committee:

Committee Chairman Tom Thuss informed board members that the Athletics Committee met this morning and Jeff Link provided an update on the Athletic programs. Chairman Thuss announced that policies and protocols that were put in place earlier in the year concerning Covid 19 are still being enforced. He also announced that Jeff Link provided updates regarding practices, scrimmages, games, and fund-raising options they plan to implement as we move forward. Jeff also distributed the Cobra Club Brochure to committee members.

Building and Grounds Committee:

Committee Chairman Bill Stone gave an update on the construction and renovation progress of the Electrical Linemen Facility and the Paul H. Broyhill Center for Advanced Technologies Building. He informed the board that we received a report of 100% compaction at the site. The delay in the compaction was a result of an underground spring and 4 feet of undercutting was required. This week the footers will be dugout and block work will begin on the foundation. Next week, the pit for the linemen poles will be dug, and subcontractors for the underground plumbing and electricity will be on site.

All renovations are complete for the Paul H. Broyhill Building Center for Advanced Technologies with the exception of a few punch list items. Machines have been relocated to the machine shop area, and classes for machining are taking place at the Center. Other equipment, supplies, and furniture will be moved and set-up over the next few weeks for the other programs.

Curriculum Committee: No report

Finance Committee:

A motion was made by Committee Chairman Jerry Church to approve the State Budget Transfers from July 1, 2020 through September 30, 2020 as presented in **Attachment B**. The motion carried.

A motion was made by Committee Chairman Jerry Church to approve the Interim Financial Summary Reports for August 2020 and September 2020 as presented in **Attachment B-1** and **Attachment B-2**. The motion carried.

Committee Chairman Jerry Church made a motion to approve the CCC&TI 2020-2021 Institutional Budget (Form 2-1) as presented in **Attachment B-3**. The motion carried.

Committee Chairman Jerry Church presented, for information purposes, the CCC&TI Financial Statements for Year Ending June 30, 2020. (**Attachment B-4**).

Committee Chairman Jerry Church made a motion to approve the CCC&TI Write-offs for Year Ending June 30, 2020 (**Attachment B-5**) as presented. The motion carried.

Chairman Jerry Church presented, for information purposes, the Foundation Audit Report for Year Ended June 30, 2020 (**Blue Board Folder**). He noted for the board, that on page 2 of the report, the auditor's opinion of the financial statements referred to in the report are presented fairly, in all material respects.

Personnel Committee:

Committee Chairman Wongalee Thomas presented the following employments, resignations and retirements: Employment of Stella Perrin, full-time Counselor, Counseling and Disability Services (**Attachment C-1**); Cassidy Collins, full-time Foundation Assistant (**Attachment C-2**); Rosio Caballero, full-time Housekeeper, Environmental Services (**Attachment C-3**); resignation of Lisa Helton, full-time Network and Telecommunications Administrator (**Attachment C-4**); retirement/resignation of Jimmy Council, full-time Coordinator Nuclear Medicine Technology (**Attachment C-5**); retirement/resignation of Chef Ray Kirby, full-time Executive Chef/JEBCC Catering Group/Instructor Culinary Arts (**Attachment C-6**); retirement/resignation of Joan Brookshire, full-time Library Technical Assistant (**Attachment C-7**); retirement/resignation of Patricia Pritchard, full-time TRIO Administrative Assistant (**Attachment C-8**) and the resignation of Amber Studstrup, full-time Coordinator Nurse Aid/Instructor (**Attachment C-9**).

Trustee Jim Sponenberg stated that he will really miss Chef Ray. He did a lot for the college and the trustees.

Policy and Legislative Committee: No report

**SGA
REPORT**

SGA President Meredyth Galliher informed the board that the Esports season play started on September 8, 2020 with 58 students signed up to participate. They will announce the winners next week.

Meredythe announced that the SGA member introduction videos have all been released and are available on "YouTube" as well as in the Moodle announcements.

Two new members joined SGA on the Caldwell campus; Eric Palmer as SGA Treasurer and Emily Norwood as one of the SGA Senators.

Meredythe announced that the first Catch Cobra post for the hidden cobra puzzle was released on September 1, 2020. The next post will be put on social media pages on Nov. 2, 2020. SGA has had over 100 students participate in the hidden cobra puzzle. The final post will be released on December 7th and the winner of the Chromebook will be announced on December 14, 2020.

Meredythe informed board members that the first SGA General Assembly

meeting was held on September 14, with SGA members from both Caldwell and Watauga campuses, and various club members attending.

SGA met on September 17, 2020 to celebrate Constitution Day and held a virtual discussion panel where state leaders came together to educate everyone on democracy. The discussion was hosted by Forsyth Technical Community College. Kim Lackey, Director of Student Activities held a Grab “n” Go session about the Constitution, the 100 anniversaries of the 19th Amendment and votes for women.

SGA held an American Red Cross Blood Drive on October 18th, and together with the Medical Assisting Club were able to collect 25 pints of blood.

Watauga SGA members will be volunteering with the Blood Connection held at the Boone Mall on October 24, 2020 from 11-4pm.

On the Watauga Campus, SGA held a Drug and Alcohol Awareness Week September 21-26, 2020. The theme was to bring awareness to drug and alcohol abuse. Red ribbons were given out for drug and alcohol abuse awareness and blue ribbons were given out for recovery support. Students also signed pledge cards pledging to not drive under the influence.

Meredythe informed the board that the National Student Leadership Society announced its speaker broadcast lineup for the fall of 2020; Neil Patrick Harris, Tanya Acker, Jack Black, Bill Nye and Matthew McConaughey.

SGA held, on the Caldwell campus, a Domestic Violence and Breast Cancer awareness week October 5-9, 2020, and the Watauga campus is holding a Domestic Violence and Breast Cancer awareness week October 19-22, 2020, and will give free T-shirts to the students.

Both Caldwell and Watauga SGA participated in the N4CSGA Western Division virtual meeting and will also participate virtually in the N4CSGA Fall Conference held on October 23-24.

Since Creepy Caldwell cannot be held in person this year, SGA has created a virtual event where someone is terrorizing campus. It is set up in 5 different areas on campus. The participating areas are SGA office, LRC, music room, TRIO and student lounge. The clues will be posted, emailed, and put on the Moodle announcement page over the next two weeks. The prize will be a limited-edition Creepy Caldwell 4 T-shirt. There will also be a virtual costume contest the week of Halloween. Students will be emailed information on how to participate via the provided google form. It will run from October 26-31, 2020 and the winners will be announced on November 2, 2020.

PRESIDENT'S COMMENTS

Dr. Poarch presented, for information purposes, the Civic Center Monthly Report for September 2020 (**Attachment D**), and Letters, News Articles, and Board highlights (**Attachment J**).

Dr. Poarch presented, for approval, the Accountability and Integrity Plan/Class Visitation Plan as shown in **Attachment E**. Dr. Poarch informed the board that we are required to approve this plan every three years. No changes have been made to the plan this time. It outlines the internal audit for Continuing Education and Work Force Development classes. We are required to visit and monitor classes every semester. This plan is designed to make sure we are doing what we say we are doing. Chairman Taylor made a motion to approve the plan as presented. The motion carried.

Dr. Poarch presented, for information, the COA Exam Results for 2019-20 (**Attachment F**). This document shows 100% pass rate for the Ophthalmic Program. We only had 3 students that could take the test prior to July 31.

Dr. Poarch presented for information, the Small Business Center Allocation Letter (**Attachment G**). He informed board members that we will be receiving additional funding of \$7,500 to provide counseling in the small business areas.

Dr. Poarch presented information on the GEER Scholarship Fund (**Attachment H**). These are additional funds from the Governor's office that will be awarded to students in one of 10 different program pathways. The pathways include automotive, aircraft maintenance, construction, criminal justice, emergency medical services, healthcare, industrial/manufacturing, information technology, transportation and fire and rescue services. The amount allocated for scholarships for CCC&TI is \$344,393 and we have until September 20, 2022 to spend the funds.

Dr. Poarch presented, for information, the fall enrollment report from 2016-2020 (**Attachment I**). He announced that we had a 3% increase in enrollment this semester, and are one of the few community colleges that had any increase. We had hoped to use some of the enrollment growth funds for salaries, but they will not allow it to be used for salaries. We will continue to do everything we can to get salaries where they need to be.

Dr. Poarch gave a Covid 19 update and informed the board of the spring semester plans. He informed the board that things are continuing to go well with the protocols we have in place. We continue to check temperatures, social distance and do all the things that CDC and local health officials tell us to do. We participate in a weekly call-in session with the health system officials so if we have an issue, it gives us an opportunity to get their feedback. Our spring semester schedule is out. Most of our classes will be hybrid or blended, students prefer both on-line and in class.

CHAIRMAN'S COMMENTS

Chairman Taylor informed board members that he, Jerry Church and several other trustees participated in a virtual NCACCT

Law-Legislative Seminar on August 28, 2020. Several trustees that participated completed their Ethics Training or their trustee certification.

Chairman Taylor presented, for information, the new trustee appointment letter for Mr. Joel Carroll (**Attachment K**).

Chairman Taylor reminded board members that their next board meeting will be held on a Tuesday instead of a Wednesday. The meeting is scheduled for Tuesday, November 17, 2020 at the Civic Center in Room 206. This will allow for proper social distancing.

Chairman Taylor announced that the December 18, 2020 meeting will begin at 11:00 am instead of 11:30 am.

Chairman Taylor presented, for information, future board meeting dates and upcoming meetings and event dates.

ADJOURNMENT:

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Thomas L. Thuss, Board Secretary