

CCC and TI Board of Trustees Telephonic/Virtual/In-Person Meeting Minutes

Wednesday, July 21, 2021

The Caldwell Community College and Technical Institute Board of Trustees met in regular session on Wednesday, July 21, 2021 at 11:30 a.m. in the Forlines Board Room.

Board Members Present were:

Larry W. Taylor-Chairman, Jerry T. Church, Alvin W. Daughtridge, Joel Carroll, Ron Beane, Bill Stone, Chris Barlowe, Ann E. Smith, James E. Sponenberg, Dale Hamby, Thomas L. Thuss, Wongalee Thomas, William R. Winkler, Brianna Swanson-SGA President.

Board Members Absent were:

Lowell K. Younce

CCC&TI Staff and guests present were:

Dr. Mark Poarch-President, Randy Ledford, Donnie Bassinger, David Holman, Mark Howell, Dena Homan, Susan Wooten, Donna Church, Edward Terry, Carmen Boone-News Topic and guests Todd Mangrum and James Hogan, Doctoral NC State Students

The meeting was called to order by Chairman Larry Taylor and the invocation was given by Trustee Tom Thuss.

**ETHICS
STATEMENT**

Trustee Dale Hamby reviewed with the board 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))

**NOMINATING
COMMITTEE
REPORT**

President Poarch asked Jim Sponenberg, Nominating Committee Chairman, to present the Nominating Committee Report for Board Officers for 2021-22. Committee Chairman Jim Sponenberg announced that the Nominating Committee, comprised of himself, Dale Hamby, and Bill Stone met on July 21, 2021 at 11:15 a.m. to recommend a slate of board officers for the 2021-22 year.

On behalf of the Board's Nominating Committee, Committee Chairman Jim Sponenberg opened the floor for nominations.

There being no nominations from the floor, a motion was made by Alvin Daughtridge to close nominations. Committee Chairman Jim Sponenberg recommended the following slate of Board Officers for 2021-22 year:

Larry W. Taylor	Chairman
Jerry T. Church	Vice-Chairman
Tom Thuss	Secretary
Ann E. Smith	Treasurer

A motion was made by Alvin Daughtridge and seconded by Bill Stone to approve, by acclamation, the slate of board officers as presented for 2021-22. The motion carried.

President Poarch turned the meeting over to Chairman Larry W. Taylor.

OATHS OF OFFICE

Notary Public Donna Church swore in two reappointed board members and the new SGA representative for 2021-2022. Mr. Ronald Beane was reappointed by the Governor and will serve another four-year term beginning July 1, 2021 and ending June 30, 2025. Mrs. Ann E. Smith was reappointed by the Caldwell County Commissioners and will serve another four-year term beginning July 1, 2021 and ending June 30, 2025. Ms. Brianna Swanson, SGA President, was newly appointed as SGA representative and will serve a one-year term beginning July 1, 2021 and ending June 30, 2022.

TRUSTEE STUDENT AWARDS

Trustee Dale Hamby introduced the two Trustee Student Award recipients. Dr. Poarch informed board members that these two awards are usually given during the graduation ceremonies, but due to the way we had to hold the ceremonies this year, we thought it appropriate to present the award to them at a Trustee meeting.

Ms. Meredythe Galliher, former SGA President. Meredythe was recruited to play softball for the Cobras, but quickly turned her focus to other activities on campus after a serious shoulder injury. Since 2019, Meredythe has been active in TRIO, the National Society of Leadership and Success, Phi Theta Kappa Honor Society and Student Government where she served as SGA President. She will graduate this summer and plans to transfer to UNC-Chapel Hill to study neuroscience and psychology. Meredythe was presented with a plaque and a check for \$150.

Addy Isenhour is the second Trustee Student Award recipient. Addy is

described as a “model student” in her nomination for this award. She has excelled in the classroom as well as a member of the campus community. While working toward an Associate in Science degree, Addy serves in SGA, Global Students Club, National Society of Leadership and Success, Phi Theta Kappa and TRIO, all while working full-time away from campus and part-time as a CCC&TI tutor. According to her nomination, Addy has taken full advantage of all that CCC&TI has to offer to further her education and give back to the community. Addy was presented with a plaque and a check for \$150.

INTRODUCTIONS:

Dr. Poarch introduced the following new employees: Keegan Anderson, full-time Dean, Career and Technical Education; Laurin Dula, full-time Coordinator, Scholarship and Alumni Affairs; Matt Smith, full-time Diesel and Heavy Equipment Technology; and Jackie Woodruff, full-time Administrative Assistant, Marketing.

HEERF PRESENTATION

Chief Financial Officer David Holman presented the board with an update about the Higher Education Emergency Relief Funds (HEERF).

The HEERF I funds have been expended on the following uses: providing reimbursements for tuition; allowing students to retake dropped classes, the costs of operating additional class sections; overload payment for full-time and additional part-time faculty, campus safety and operations; wellness checking stations; Equipment and personnel for additional sanitizing and PPE. Purchasing instructional equipment and supplies to reduce the number of students sharing equipment; overhead cost allowance.

The college is still evaluating the best ways to allocate HEERF II and HEERF III funds. Possible uses of the funds include: discharging student debt from spring 2020 through summer 2021, covering any lost revenues due to COVID, providing additional emergency financial grants to students, technology, COVID response, HAVC project, and overhead cost allowance. We have not yet expended these funds

Dr. Poarch announced that first and foremost, we plan to take care of our students and help them with some of their debts, so this is a way to wipe the slate clean for them. One of the ideas we are discussing to help recruit students is possibly promoting free college, and using these funds for their tuition. We have until September 2023 to expend the funds. We have been granted permission by the Department of Education to proceed with the HAVC project.

MINUTES

A motion was made by Ann Smith and seconded by Jerry Church to approve the June meeting Minutes (**Attachment A**) as presented. The motion carried.

COMMITTEE REPORT

Executive Committee:

Committee Chairman Larry Taylor presented, for information, the Executive Committee meeting Minutes for June 16, 2021 (**Attachment B**)

Athletic Committee:

Committee Chairman Tom Thuss brought forward two important topics for discussion. 1) the women's basketball program. Committee Chairman Tom Thuss made a motion, on behalf of the committee, to discontinue women's basketball. He informed the board that the staff ensures us that we are completely compliant with Title IX. The motion carried.

Athletic Committee Chairman Tom Thuss also discussed as a replacement for the women's basketball program, a volleyball program. All agreed to replacing the women's basketball program with a women's volleyball program.

Building and Grounds Committee:

Committee Chairman Bill Stone gave the board a facilities update. Electrical Lineman Facility: we now have a clear CO on the facility and are currently receiving quotes on the fencing for the facility. Clean Room: the clean room is complete, and we are currently working on the epoxy flooring. The Watauga steps project and the Athletic Field: the drawings for the steps are complete and are currently having the site prep and lighting engineered. The work on the field will continue as soon as Western Carolina Surveyors complete their contour overlay for the Architect.

Curriculum Committee: No report

Finance Committee:

Finance Committee Chairman Jerry Church made a motion to accept, with gratitude, the Gifts to the Institution (**Attachment C**) this period in the amount of \$5,500 and an In-Kind Gift Donation from Stallergenes Greer of screw top vials, bakers' racks and bakers rack covers. (**Blue Folder**). The motion carried.

Committee Chairman Jerry Church made a motion to approve the State Budget Transfers for June 1-31, 2021 as shown in **Attachment C-1**. The motion carried.

Committee Chairman Jerry Church made a motion to approve the Interim Financial Summary Report for June 2021 (**Attachment C-2**) as presented. The motion carried.

Committee Chairman Jerry Church, presented for information purposes, the Caldwell Local Budget approval letter for Fiscal Year 2022 (**Attachment C-3**) and Watauga Local Budget approval letter for Fiscal year 2022 (**Attachment C-4**).

Personnel Committee:

Committee Chairman Wongalee Thomas presented, for information, the following employments, retirements and resignations: the employment of Leah Lail, full-time Academic Success Instructor- Caldwell (**Attachment D**); employment of Laurin Dula, full-time Coordinator, Scholarship and Alumni Affairs (**Attachment D-1**); employment of Jonathan Howell, full-time

Academic Success Instructor- Watauga (**Attachment D-2**); employment of Matthew Smith, full-time Diesel and Heavy Equipment Technology, Program Director (**Attachment D-3**); employment of Jennifer Vance, full-time Assistant Director, Records and Registration (**Attachment D-4**); employment of Robert Miller, full-time Maintenance Assistant (**Attachment D-5**); employment of Debra Johnson full-time Accounting Technician, Cashier – Watauga (**Attachment D-6**); employment of Cristian McLaughlin, full-time Admissions Specialist- Watauga (**Attachment D-7**); employment of Jackie Woodruff, full-time Administrative Assistant, Marketing (**Attachment D-8**) and the retirement/resignation of Billy Wayne Roberts, full-time Housekeeper (**Attachment D-9**).

For information purposes, Committee Chairperson Wongalee Thomas also presented the following resignations: resignation of Brandy Baker, full-time Instructor, Nursing Program (**Attachment D-10**); resignation of Renae Yount, full-time Clinical Coordinator, Medical Assistant Program (**Attachment D-11**); resignation of Andria Carlton, full-time Foundation Assistant (**Attachment D-12**) and the resignation of Jaalen A. Corpener, fulltime Counselor, Counseling and Disability Services (**Attachment D-13**).

Policy and Legislative Committee: No report

SGA REPORT

SGA President Brianna Swanson announced that SGA held a planning meeting to discuss the upcoming year. They held a meeting July 19-20 in Watauga to discuss leadership roles and event planning. SGA is planning for the following on the Caldwell campus: gaming tournament, intramural sports, esports. SGA will do welcome back week and they will provide a gift bag with T-shirts. SGA is also offering students a chance to destress with SGA. SGA will highlight Black History month.

Dena announced that enrollment today is at 2585 and last year at this time it was at 2620. We started a new advertising counting down to final registration. We are currently 27 days away from the start of fall semester which August 18, 2021.

PRESIDENT'S COMMENTS

Dr Poarch announced that he is excited about fall semester and what the future holds. He also informed the board that they held a Foundation Board meeting. Our Foundation Board doesn't get to see the things that are happening at the institution, so they were given a tour of all the new building sites and projects. They were really impressed with the projects.

President Poarch presented, for information, the Civic Center Monthly Report for June 2021 (**Attachment E**). He informed the board that he is working on a plan to resurrect the Catering Group. We have each person identified and will begin offering catering at the Civic Center. He also presented, for information, the Letters, News Articles and Board highlights (**Attachment J**).

Dr. Poarch announced that we have received notification that we have been awarded \$40,000 from the Duke Energy Foundation Grant (**Attachment F**). This grant will support a substation on our property. We will be the only

college in NC that has the complete package of all the different workforce development programs in the energy sector.

Dr. Poarch presented to the board the Pathway to Excellence Program – UNCW/CCCTI (**Attachment G**). For information purposes, he informed the board that we have entered into an agreement with UNC Wilmington, they have guaranteed tuition and the application fee will be waved. We are happy to be partnering with them.

Dr. Poarch announced that we have been approved for all three allocations of the Title II funding Requests (**Attachment H**) and should receive the funds shortly.

Dr. Poarch announced that part of the Legislative Update (**Attachment I**) is in your board packet and the other part is in the **Blue Folder**. This information outlines what the senate budget includes and all of the priorities for the system office are funded. The Senate budget also includes a 3 percent salary raise over 2 years, and bonuses for faculty and staff. We are still having a hard time hiring and retaining qualified employees, but we will continue to work with legislators regarding salaries for employees. On page 2, you will see that it has special capital allocations: CCC&TI would receive \$5 million for the Occupational Building expansion on the Watauga Campus and \$450,000 for Biopharmaceutical Equipment. CCC&TI would also receive \$6.9 million for capital improvements. There is also a Long Leaf Commitment scholarship for the class of 2021. We have hired two counselors that are doing an outreach to high school seniors. Many of the class of 2021 will have their tuition paid for.

Dr. Poarch informed the board that their fall 2021 parking hang tags are in their board packets. If extras are needed they were asked to let Donna know.

CHAIRMAN'S COMMENTS

Chairman Taylor presented, for information, the Trustee Reappointment Letter for Ronald Beane (**Attachment K**).

For information purposes, Chairman Taylor presented a copy of the 2021 NCACCT Seminar Agenda that will be held in September in Wilmington, NC (**Attachment L**)

Chairman Taylor presented a draft copy of the Board Committee Assignments for 2021-2022 (**Attachment M**), a draft of the 2022 Board Calendar (**Attachment N**), and the Calendar of Events as shown in **Attachment O**.

Chairman Taylor announced that we will be meeting at 8:00 a.m. for our August 18, 2021 meeting and will have breakfast instead of a lunch meeting.

NEW

BUSINESS

Todd Mangrum from NC State thanked all for allowing him to attend the meeting. He appreciates the opportunity to attend. He also appreciates everything Dr. Poarch has done for them.

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Thomas L. "Tom" Thuss, Board Secretary