

**CCC and TI Board of Trustees & Watauga County Commissioners  
Joint Meeting Minutes**

**Wednesday, September 15, 2021**

The Caldwell Community College and Technical Institute Board of Trustees met in joint session with the Watauga County Commissioners on Wednesday, September 15, 2021 at 6:00 p.m. at the Watauga Student Services Center in Boone, N.C.

**Board members present at the meeting were:**

Jerry T. Church, Alvin W. Daughridge, Joel Carroll, Dale L. Hamby, Canids Hagaman, James E. Sponenberg, William "Bill" Stone, Wongalee Thomas, Lowell K. Younce, William R. Winkler, Brianna Swanson-SGA

**Board members absent from the meeting were:**

Larry W. Taylor, Ronald Beane, Christopher Barlowe, Ann E. Smith

**CCC&TI Staff and others present:**

Dr. Mark Poarch-President, Randy Ledford, Donnie Bassinger, David Holman, Mark Howell, Susan Wooten, Dena Holman, Liz Silvers, Steve Melton, Donna Church, Edward Terry

In the absence of Chairman Larry Taylor, Vice-Chairman Jerry Church will be residing over the meeting. Jerry Church called the meeting to order and asked Trustee Alvin Daughridge to give the invocation.

**ETHICS  
STATEMENT**

Trustee Joel Carroll was asked to review 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. (N.C.G.S. 138A-15 (e))*

## WATAUGA CAMPUS REPORT

Steve Melton informed the board of several student success stories where our students, after receiving their degrees from CCC&TI, went on to become employees within the county and some even accepted employment in Raleigh, N.C.

### SPECIAL PRESENTATION

Liz Silvers updated the board on the college's Performance Measures for student success (**Attachment A**). She shared a summary of what CCC&TI Performance Measures look like. We came up in four of the seven performance measures this year. Dr. Poarch informed board members that the funding for our performance measures is one of the only pots of money that will carry forward from one year to the next and the only money we can use for employee bonuses. Liz informed the board that the college put together some teams to work on the performance measures. The teams are representative of both Caldwell and Watauga campuses. The teams review and investigate the data, research best practices, and then they analyze and present their findings, and this lets us know if improvement changes are needed.

Liz also presented to the board the Historical FTE Comparison Summary (**Attachment A-1**). FTE went up in every instructional area of the college this summer compared to last summer. Dr. Poarch informed the board that our annual budget is based on our summer, fall, and spring FTE. The 2022-23 budget is based on summer 2021, fall 2021 and spring 2022. Dr. Poarch announced that our fall enrollment will be down for the first time in a long time and we will also be down in FTE for the fall. Liz informed the board that on the dash boards through the system office, you can see the trends in instruction for FTE by academic level.

### MINUTES

A motion was made by Bill Stone and seconded by Dale Hamby to approve the August 18, 2021 meeting Minutes (**Attachment B**) as presented. The motion carried.

### COMMITTEE REPORTS

**Executive Committee:** No report

**Athletics Committee:**

Committee Chairman Joel Carroll informed the board that we currently have 103 student athletes in baseball, basketball and softball combined. We are accepting applications for a head coach for volleyball. All three teams are participating in fall practices and games. The golf tournament will be held on October 14 at Cedar Rock Country Club. All were encouraged to sponsor a team if possible.

**Building and Grounds Committee:**

Committee Chairman Bill Stone gave the following facilities update: Lineman Facility: The fencing is complete at the entrance to the facility and pole yard. Welding Lab: Equipment is in the process of being set up inside the new lab for the purpose of identifying the position of gas and air lines and electrical service to each station. A Building: we are in the process of receiving bids for the renovation of the restrooms in buildings A and B. Watauga: waiting on the bids to come in on the new steps for the Watauga Campus. Chairman Bill Stone also announced that we are moving forward with a lot of different projects right now, and there is a lot of money in the state budget now for the Health Sciences Building that would house all health-related courses in one place, if approved.

**Curriculum Committee:** No report

**Finance Committee:**

A motion was made by Committee Chairman Jerry Church to accept, with gratitude, Gifts to the Institution this period in the amount of \$12,500 as shown in **Attachment C**). The motion carried.

Jerry Church made a motion to accept, as presented, the Interim Financial Summary Report for August 2021 as shown in **Attachment C-1**. The motion carried.

Jerry Church presented the Write Offs for the year ended June 30, 2021 (**Attachment C-2**). He informed the board that the write-offs fluctuate up and down each year. Jerry Church made a motion to approve the Write-offs as presented. The motion carried.

**Personnel Committee:**

Committee Chairman Alvin Daughtridge presented, for information, the following employments and resignations: the employment of David Everhart, Full-time Nursing Instructor, Caldwell Campus (**Attachment D**); employment of Steve Moore, Full-time Collision Repair and Refinishing Technology (**Attachment D-1**); employment of Kaye Frye, Full-time Clinical Coordinator/Instructor, Nuclear Medicine Technology Program (**Attachment D-2**); employment of Billy Ray Keller, Full-time Housekeeper, Environmental Services Accounting Technician, Cashier-Caldwell (**Attachment D-3**), employment of Afton Dixon, Full-time Accounting Technician (**Attachment D-4**) and the resignations of Nancy Lamphere, Full-time Psychology Instructor (**Attachment D-5**), and Roy Mullis, Full-time Technician, Computer Information Services (**Attachment D-6**).

**Policy and Legislative Committee:** No report

## SGA REPORT

SGA President Brianna Swanson reported on the various events SGA will be sponsoring within the next month. Some of them included a virtual gaming tournament, esports games, virtual movies, and various cultural events. Brianna also announced that Creepy Caldwell 5 will be completely virtual this year. She also informed the board that Watauga SGA will sponsor their first blood drive at the Student Services building within the next month.

## PRESIDENT'S COMMENTS

Dr. Poarch presented, for information, the Civic Center Monthly Report for August 2021 (**Attachment E**), and the Letters, News Articles and Board Highlights (**Attachment G**). He also announced that we are in the process of bringing back, to some degree, the Catering Group.

Dr. Poarch presented the Accreditation letter for Diagnostic Medical Sonography (**Attachment F**). The accreditation for the program is now in good standing for the next five-years. Their next accreditation will take place until 2026.

Dr. Poarch gave the board a fall enrollment report (**Blue Folder**). He informed the board that we are now in a decline mode with our enrollment. We have 301 fewer students this fall than we had a year ago, and it is the lowest fall enrollment in the last five-years. Seat count equates to FTE, and we have almost 200 fewer FTE than we had last year. He informed the board that 200 FTE is close to a \$1 million-dollar decline. We were up in the summer and down in the fall, which makes our spring FTE very important. One concern is we are getting fewer new students. Another concern is the percentage of high school graduates that are coming to us is also down. We have some work to do in the enrollment category, but many colleges are having the same challenge. Dr. Poarch stated that we have also lost students due to the requirement of Covid vaccinations at clinical sites for our health sciences programs.

## LEGISLATIVE UPDATE

Dr. Poarch announced that he is still working and making progress with our legislators concerning our budget needs. He encouraged all to keep letting our legislators know what our needs are when they have the chance to do so.

## COVID 19

**UPDATE**

Dr. Poarch informed the board that as of today, we have four new students who have tested positive for Covid, and a total of 77 since starting fall semester, this does not include our high school students. On our employee side, we have had two new positive cases today, 17 since starting the semester. We have had 34 quarantined since the beginning of the semester, but all in all, we have had a good start to our fall semester. He thanked Dena Holman and Rose Moon for all they do to take care of the college as it pertains to Covid. We partnered with the public schools in March and April and 240 employees were vaccinated during that time, that were primarily full-time employees. Dr. Poarch also informed the board that the vaccination requirements for the health facilities could impact our faculty, as more and more medical facilities require the vaccination.

**CHAIRMAN'S COMMENTS**

Acting Chairman Jerry Church presented, for information, the Calendar of Events (**Attachment H**), and future board meeting dates and upcoming events.

It was noted that there will be a time change for the October Board meeting to be held on Thursday, October 21. To accommodate a tour for the Commissioners and Board of Education members, the CCC&TI Board of Trustees will begin the October 21, 2021 business meeting at 11:00 a.m. with lunch being provided at 12:00 noon, and a tour of our new facilities following lunch.

Trustee Dale Hamby expressed his gratitude for the flowers sent by the college during the loss of his father.

**NEW BUSINESS**

Pursuant to the provisions of N.C.G.S. 143-318.11, a motion was made by Trustee Bill Stone and seconded by Trustee Jim Sponenberg to go into "Closed Session" for the purpose of discussing a property matter, Acting Chairman Jerry Church announced that there will not be any Comments, and the board will not reconvene after the Closed Session. The motion carried to go into Closed Session.

**ADJOURNMENT**

There being no further business, the meeting adjourned.

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Donna Church, Recording Secretary

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Ann E. Smith, Board Secretary/Treasurer