

## ATTACHMENT A

### CCC and TI Board of Trustees Virtual/Telephonic Meeting Minutes

Tuesday, February 15, 2022

#### ROLL CALL

**Participating  
In Person**

Larry W. Taylor, Chairman, Ron Beane

**Participating  
Virtual:**

Jerry Church, Alvin Daughtridge, James Sponenberg, Bill Stone, William Winkler

**Participating  
By Call-in**

Wongalee Thomas, Ann Smith, Joel Carroll, Dale Hamby, Candis Hagaman, Lowell Younce, Brianna Swanson-SGA

**Board Members  
Absent were**

Chris Barlowe

**Others  
Participating**

Dr. Mark Poarch, President, Randy Ledford, Donnie Bassinger, David Holman, Dena Holman, Susan Wooten, Donna Church, Edward Terry and guest Barbara Harris.

The CCC&TI Board of Trustees met virtually/telephonically and in-person in regular session on Tuesday, February 15, 2022 at 11:30 a.m.

Chairman Taylor called the meeting to order and asked Trustee Ron Beane to give the invocation.

**ETHICS  
STATEMENT**

Trustee Candis Hagaman 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 appearance of conflicts. Does any Board member have any known conflict of interest or appearance of conflicts 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 matters involved. (N.C.G.S. 138A-15(e)*

## **MINUTES**

A motion was made by Larry Taylor to approve the January Meeting Minutes (**Attachment A**) as presented. After a roll-call vote to approve the Minutes, the thirteen board members participating in the meeting voted to approve the Minutes as presented. The motion carried with thirteen approving votes.

## **COMMITTEE REPORTS**

**Executive Committee:** No report

**Athletics Committee:**

Committee Chairman Joel Carroll announced that both the baseball and softball teams are off to a slow start, but athletic wise everything is going well.

**Building and Grounds Committee:**

Committee Chairman Bill Stone reported the following:

Welding Shop: Work is scheduled to begin this week on the new welding shop and Wilkie Construction was the low bidder.

BCAT Building: The new sign on the TAPS Campus is scheduled to start construction today. Athletic Field: The athletic field architectural drawings are nearing completion. Once complete the work contract will be for 90 days. Bill Stone also informed the board that the new Health Sciences Building will be the largest building on our campus and will be at least three stories and possibly five stories.

**Curriculum Committee:**

Committee Chairperson Wongalee Thomas informed the board that the committee met this morning and was given a review and update of the health sciences programs. Barbara Harris provided a report on the challenges that the programs are facing right now. Nursing is the largest program and is going strong with 62 completion applications. Dr. Poarch announced that we recently had a resignation from our program director for Nuclear Medicine Technology which will keep us from being compliant with Joint Review Committee on Educational Programs in Nuclear Medicine Technology accreditation requirements (**Attachment F**). As a result, we voluntarily withdrew our which will not affect our student's employability. Without a director, they would have withdrawn our accreditation anyway, so we voluntarily withdrew. Once we have a new program director in place, we will reapply for accreditation. This just lets the board know where we are.

#### **Finance Committee:**

Jerry Church made a motion to approve the following three items: The interim Financial Summary Report for January 2022 (**Attachment B**) as presented, and with gratitude, the In-kind Gift donation from Red Classic Transit to our diesel program (**Attachment B-1**) and the In-kind Gift donation from Beach Law (**Attachment B-2**). After a roll-call vote to approve Attachment B, B-1 and B-2, the thirteen board members participating in the meeting voted unanimously to approve the attachments as presented. The motion carried with thirteen votes approving the motion.

#### **Personnel Committee:**

In the absence of the committee chairman, Trustee Lowell Younce presented, for information purposes, the following retirements and resignations: the retirement/resignation of Christina Toy, Full-time Coordinator/Instructor Oral and Written Communications (**Attachment C**); the resignation of Hannah Suddreth, Full-time Administrative Assistant, JE Broyhill Civic Center (**Attachment C-1**); and the resignation of Leah Geates, Full-time Accounting Technician/Purchasing (**Attachment C-2**).

#### **Policy and Legislative Committee:** No report

### **SGA REPORT**

SGA President Brianna Swanson reported the following information: SGA will be sponsoring Career and Technical Education month; they will hold a club rush, which will give the clubs an opportunity to present what they offer to the students; they will hold a Trust Walk and Stella Perrin from counseling will participate. SGA's first General Assembly will be held next week on Feb. 21 at 12:15 pm. They will also hold a Valentine Student Appreciation event and a blood drive on the Watauga Campus from 9:30 – 2:30 tomorrow.

### **PRESIDENT'S COMMENTS**

Dr. Poarch presented, for information purposes, the Civic Center Monthly Report for January 2022 (**Attachment D**), and Letters, News Articles, and Board Highlights (**Attachment J**).

Dr. Poarch presented the State Board Approval (**Attachment E**) of the Huntly and Waters properties. This letter shows that the State Board has approved our request to accept the property as a donation. We will continue to move forward with this process. Bonnie has ordered the environmental survey for the property. David Lackey continues to work through the legal documents on the property. Dr. Poarch also distributed a copy of the notice that was received regarding an inspection of the property. An appraisal firm has been engaged to inspect the property. The inspection will be on Feb. 24, 2022.

Dr. Poarch presented, for information, a letter from the JRCMNT (**Attachment F**) concerning the accreditation withdrawal as discussed by the Curriculum Committee.

Dr. Poarch shared with the board a copy of the 2021 FTE Update (**Attachment G**). Dr. Poarch announced that Curriculum FTE for 2021 was slightly down from 2020, with FTE for 2020 being 1345 and 2021 being 1336. Continuing Education FTE for 2021 was also down from 2020, with 2020 being at 216 and 2021 being 199. Basic Skills FTE for 2021 was also down from 2020, with 2020 being 40 and 2021 being 23.

Dr. Poarch presented, for information, the Spring Enrollment Report for 2022 (**Attachment H**). He reported that there was a decrease in headcount of 60 students. Seat count is down 4.6%. What is impacting us the most right now is fewer full-time students. Students are taking fewer classes, which is impacting FTE. The report also shows that the number of high school students coming to the college is declining.

Dr. Poarch presented, for information, the NCCCS 2022-2025 Legislative Agenda (**Attachment I**). This is the three-year budget request for the NCCCS. We are going to begin to have conversations with our legislators on campus and all are invited to participate. He has also spoken with several of our business leaders in our community about how important it is to have high quality faculty and staff. We will ask for an additional 1% increase in salaries for 2022-23. A 3.5% increase for 2023-24 and a 3.5% increase for 2024-25. The total three-year salary request would be for a total 8% increase. Dr. Poarch expressed his appreciation for all the Trustees do to support our legislative request.

Dr. Poarch showed the board a video of our Ophthalmic Medical Personnel program. The video is an example of what we are trying to do to get our program information in our high schools to help us market our programs. He is very proud of having the faculty, students and our business partners in the video.

Dr. Poarch announced that our Cobra Care Clinic is currently closed due to staffing. Both of the staff members working in the clinic took other positions. We continue to talk to WCHC. They are interested in continuing the partnership, but have had to put on hold for right now.

Dr. Poarch informed the board that we are reengaging in our discussions about masking due to COVID. We will continue to monitor the situation and have open discussions with all those involved. He wanted the board to know that according to the data

provided to the college, we are seeing a decline here at the college and we may make the decision to go mask optional next week. We have tried to be as closely aligned to the public schools as we can since we share so many students. We will get a final update this week.

Dr. Poarch presented information about the 2022-23 Academic Calendar. He reminded the board that they approved the calendar at the last meeting, but we realized there was an error in the dates for spring semester, so we need your approval to adjust the January start date. Last month we had a start date of January 11<sup>th</sup>, we are asking for approval to make the start date January 9<sup>th</sup> instead. Classes will end on May 8 and graduation will be May 12 for 2023. After a roll-call vote to approve the change in dates to the 2022-23 Academic Calendar, the thirteen board members participating in the meeting voted to approve the changes as presented. The motion carried with thirteen approving votes.

Dr. Poarch informed board members that the President's Report was also, in the board packet. The content is really good. The report will be sent to our legislators and the other community colleges. He is very proud of this document that is done 100% in house by our marketing team and print shop.

#### CHAIRMAN'S COMMENTS

For information purposes, Chairman Taylor presented the 2022 NCACCT Law/Legislative Seminar Agenda (**Attachment K**) that will take place March 30-April 1, 2022 in Raleigh NC.

Chairman Taylor appointed three trustees to serve on the Trustee Student Award of Merit for 2022. The Trustees will be Ann Smith-Chairperson, Wongalee Thomas and Dale Hamby.

Chairman Taylor reminded all trustees that their SEI forms (**Attachment L & M**) must be submitted by April 15. All were asked to let Donna know if they needed help in filing their forms.

Chairman Taylor presented, for information, the Calendar of Events (**Attachment N**) and future board meeting dates and upcoming event dates.

#### ADJOURNMENT

There being no further business, the meeting was adjourned.

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Donna Church, Recording Secretary

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Ann E. Smith, Board Secretary/Treasurer