

ATTACHMENT A

CCC and TI Board of Trustees Meeting Minutes

Thursday, July 21, 2022

The CCC&TI Board of Trustees met in regular session on Thursday, July 21, 2022 at 11:30 a.m. In the Forlines Board Room.

Board members present were:

Larry W. Taylor-Chairman, Jerry T. Church, Ronald Beane, Wongalee Thomas, James Sponenberg, William "Bill" Stone, Ann E. Smith, Dale Hamby, Candis Hagaman, William R. Winkler, Alvin Daughtridge-Virtual, Emily Norwood-SGA

Board members absent were:

Chris Barlowe, Lowell Younce, Joel Carroll

CCC&TI Staff and guests present were:

Dr. Mark Poarch-President(Virtual), Randy Ledford(Virtual), Donnie Bassinger, Dena Holman, Susan Wooten, David Holman, Donna Church, Edward Terry

Dr. Mark Poarch called the meeting to order and asked Billy Ralph Winkler to give the invocation.

ETHICS STATEMENT

Trustee Dale Hamby reviewed, with board members, 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

Committee Chairman Bill Stone presented, for information purposes, the Nominating Committee Meeting Minutes for June 22, 2022 as shown in **Attachment A**.

President Poarch asked Bill Stone, Nominating Committee Chairman, to present the Nominating Committee Report for Board Officers for 2022-23. Committee Chairman Bill Stone, announced that the Nominating Committee, comprised of himself, Jim Sponenberg, and Lowell Younce met on June 22, 2022 at 11:00 a.m. to recommend a slate of board officers for the 2022-23 year.

On behalf of the Board's Nominating Committee, Committee Chairman Bill Stone opened the floor for nominations. There being no nominations from the floor, a motion was made to close nominations.

Committee Chairman Bill Stone recommended the following slate of Board Officers for 2022-23 year:

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

A motion was made by Ann Smith and seconded by Dale Hamby to approve by acclamation, the slate of board officers as presented for 2022-23. 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 2022-23. Mr. Jim Sponenberg was reappointed by the Governor and will serve another four-year term beginning July 1, 2022 and ending June 30, 2026. Mr. Dale Hamby was reappointed by the Caldwell County Commissioners and will serve another four -year term beginning July 1, 2022 and ending June 30, 2026. Emily Norwood, SGA President, was newly appointed as SGA representative and will serve a one-year term beginning July 1, 2022 and ending June 30, 2023.

MINUTES

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

COMMITTEE REPORTS

Executive Committee:

Chairman Larry Taylor presented for information the Executive Committee Meeting Minutes for June 22, 2022 (**Attachment C**).

Athletic Committee: No report

Building and Ground Committee:

Committee Chairman Bill Stone gave an update on the following projects: the Health Sciences Building, the Watauga Occupational Facility addition, the welding lab renovations, and the sports field.

Health Sciences Building: Committee Chairman Bill Stone informed the Board that Clark Nexsen Architectural Firm is scheduled to meet with the Health Sciences Dean, Directors and faculty on Thursday, August 10, to begin programming of the building.

Watauga Occupational Facility: The second meeting for the programming and layout of the Occupational Facility addition was Tuesday. Several initial drawings were submitted to be shared with the Health Sciences and Construction Trades staff for comment.

Welding Lab: the newly renovated Welding Lab is now 100% complete and ready for classes.

The Sports Field: the town planner for Hudson is working on a permitted use under the residential district. She indicated this may take up to a month to complete. Chairman Stone informed board members that we need to get the zoning for the Town of Hudson, and the main power line and sewer line has to be moved.

Curriculum Committee: No report

Finance Committee:

Committee Chairman Jerry Church made a motion to accept, with gratitude, the Gifts to the Institution in the amount of \$5,675.96 as shown in **Attachment D**. The motion carried.

Chairman Church made a motion to approve the State Budget Transfers for June 1-30, 2022 as shown in **Attachment D-1**. He informed that board that the first two are additional funds and all others are just routine budget transfers. The motion carried.

Chairman Church made a motion to approve the Interim Financial Summary Report for June 2022 (**Attachment D-2**). He informed the board that the summary shows that we are 100% through the year. The motion carried.

Chairman Church made a motion to approve the In-kind Gift donation from Blue Ridge Energy for a 2010 Line Truck as shown in (**Attachment D-3**). The motion carried.

Personnel Committee:

Committee Chairman Alvin Daughtridge presented, for information purposes, the following employments, retirements and resignations: the employment of Alexis Shook Full-time Administrative Assistant, Student Development and Success (**Attachment E**); the employment of Jenny Webb, Full-time Academic Success Instructor-Watauga (**Attachment E-1**); the employment of Sharon Martinat Full-time Administrative Assistant, Instruction (**Attachment E-2**); the employment of Taylor Phillips, Full-time Service Coordinator/Instructor, Civic Center (**Attachment E-3**); the employment of Lydia Wooten, Full-time Administrative Assistant, Instruction (**Attachment E-4**); the employment of Dusty Swanson, Full-time Facility Specialist (**Attachment E-5**); the employment of Melissa Smith, Full-time Dean, Health Sciences (**Attachment E-6**); the Retirement/Resignation of Muggy Davenport, Full-time Director Environmental Services (**Attachment E-7**); the Retirement/Resignation of Mark Howell, Full-time Director Information Technology (**Attachment E-8**); the Resignation of Natasha Buchanan, Full-time Accountant (**Attachment E-9**); the Resignation of Marek Gaddy, Full-time Health Physical Education Instructor (**Attachment E-10**) and the Resignation of Tara Calabrese, Full-time House Keeper (**Attachment E-11**).

Policy and Legislative Committee

Committee Chairman Jim Sponenberg informed the board that the Policy and Legislative Committee met today, prior to the board meeting to consider, for approval the Bereavement Leave Policy-new (**Attachment F**), the Personal Observance Leave Policy – new (**Attachment F-1**), the Digital Technology Accessibility Policy-new (**Attachment F-2**), and the Sex Offender Information Policy- updated (**Attachment F-3**). After review and discussion of each policy, Chairman Sponenberg made a motion to approve all four policies as presented. The motion carried.

**SGA
REPORT**

Emily Norwood, SGA President introduced herself and told the board that she is a third-year Culinary student, has worked with Chef Corey for the past two semesters and when she graduates she will have both her Associate Degree in Culinary Arts and her Associate Degree in Hospitality.

Dena Holman announced that we are up about 150 students from this time last year. Final registration is August 15 – 17, 2022. We are looking for a strong semester.

PRESIDENT'S COMMENTS

Dr. Poarch congratulated Emily Norwood on being named SGA President and is looking forward to working with her this year.

Dr. Poarch congratulated Jim Sponenberg, Dale Hamby and Alvin Daughtridge on being reappointed to the college board for another four years.

Dr. Poarch also congratulated Melissa Smith who was recognized last week as Teacher of the Year. He also congratulated all of the new hires.

Dr. Poarch presented for information, the Civic Center Monthly Report for June 2022(**Attachment G**), Letters, News Articles, and Board Highlights (**Attachment M**), and reminded board members that their fall hangtags for 2022 were mailed in their board packets.

Dr. Poarch announced that our request for Title II Continuation Funding for 2022-23 (**Attachment H**) was approved. This is notification from the System Office that we are approved for the Title II Funds which are for Adult Education for next year.

Dr. Poarch announced that the State Board has given authority for colleges to increase their spending for certain capital projects as shown in **Attachment I**. Community Colleges now have the ability to manage construction projects up to \$2,000,000 on their own. Our recommendation is to approve our spending authority up to the \$2,000,000 threshold as given by the General Assembly and outlined in Attachment I. Once the college board approves this, it will go to the State Board for information, then they will approve it. Dr. Poarch recommended the board approve our ability to manage our own projects up to \$2,000,000. A motion was made by Bill Stone and seconded by Jim Sponenberg. The motion carried.

Dr. Poarch presented Attachment J and Attachment K for board approval. **Attachment J** is the 3-1 Form for the new Health Sciences Facility and **Attachment K** is the 3-1 form for the Watauga Occupational Building addition. He stated that Donnie has given the estimates around the construction cost etc., these have also been shared with the county manager. A motion was made by Bill Stone and seconded by Jim Sponenberg to move forward with the approval of the 3-1 Form for Attachment J. The motion carried.

The information for the 3-1 Form for the Watauga Occupational Building addition was also shared with the Watauga County Manager, Deron Geouque. A motion was made by Bill Stone and seconded by Dale Hamby to move forward with the 3-1 Form for Attachment K. The motion carried.

Dr. Poarch announced that each member received a copy of the NCCCS Budget Tracking sheet as shown in **Attachment L**. Dr. Poarch announced that there is a lot happening with the resignation of President Stith, NCCCS President and the hiring of the Interim Bill Carver. Dr. Bill Carver was President at Nash Community College before his retirement. He will join the President's next week at their conference in Wilkesboro.

Dr. Poarch announced that he discussed with the Executive Committee that he has been thinking about what we can do to attract and retain employees. Through the summer, we have been on a 4.5-day work week, and what we want to do is to move forward with a 4.5-day work week all year long, which would be M-Th from 8-5pm and close at 12:00 noon on Fridays. Of course, our overall schedule will not change, but for the majority it would be 4.5-day week. We are trying to make CCC&TI an employer of choice.

Dr. Poarch announced that we will be doing an employee appreciation lunch tomorrow, July 22, 2022 for Caldwell and Watauga campuses. Perkz will provide lunch for Caldwell and Dos Amigos will provide lunch in Watauga. All present were invited to participate.

CHAIRMAN'S COMMENTS

Chairman Taylor presented a draft of the Board's 2023 Calendar (**Attachment N**), while noting all dates are subject to change.

Dr. Poarch announced that on Thursday, August 11, we will be having our Employee Kickoff and all are invited to each lunch with the faculty and staff at 12:00 noon in Room 206.

For information purposes, Chairman Taylor presented the Calendar of Events (**Attachment O**), and Future Board meeting dates and events.

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Ann E. Smith, Board Secretary/Treasurer