

ATTACHMENT A

CCC and TI Board of Trustees Meeting Minutes

Wednesday, September 21, 2022

The CCC&TI Board of Trustees met in regular session on Wednesday, September 21, 2022 at 11:30 am in Room 206 at the JE Broyhill Civic Center.

Board members present were:

Larry W. Taylor-Chairman, Alvin W. Daughridge, Jerry Church (zoom), Wongalee Thomas, James Sponenberg, William "Bill" Stone, Christopher Barlowe, Ann E. Smith, Joel Carroll, Dale Hamby, Candis Hagaman, William R. Winkler, Lowell Younce, Emily Norwood-SGA

Board members absent were:

Ronald Beane

CCC&TI Staff and others present were:

Dr. Mark Poarch-President, Donnie Bassinger, David Holman, Dena Holman, Susan Wooten, Jennifer Campbell, Donna Church, Edward Terry, Frank Pait, Jeff Link, Gage Parham

Chairman Taylor called the meeting to order and asked Trustee Billy Ralph Winkler to give the invocation.

**SPECIAL
RECOGNITION**

Larry W. Taylor was honored at the September Board meeting for 30 years of service to the CCC&TI Board of Trustees. Chairman Taylor has served 23 or those 30 years as Chairman of the Board. Vice Chairman Jerry Church, who has known Chairman Taylor for many years, stated that he was a great leader and friend and he is pleased to be honoring him today and serving by his side as the Vice Chairman. Dr. Poarch, on behalf of the Trustees, presented Chairman Taylor with a glass award. Chairman Taylor stated that we can't do anything on our own. It takes all of us, and we have had a great board, faculty and friends. He stated that it has been a pleasure to serve with the board, and he has the utmost appreciation for all of them.

ETHICS STATEMENT

Trustee Ann Smith was asked to review 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 appearance 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)

INTRODUCTIONS

Dr. Poarch introduced Frank Pait, Jeff Link and Gage Parham. He expressed his appreciation for the great job they have done with athletics this year. Jeff Link announced that it has been a phenomenal year for athletics and it is because of the support and leadership they have had. Some of our students wouldn't be here if it wasn't for athletics. He is very proud of the athletes and coaches. Frank thanked the board for inviting them and for supporting them.

SPECIAL PRESENTATION

Dr. Poarch introduced Liz Silvers, VP of Instruction. Liz has 30 years in the community college system and lives in Mitchell County. She is also our SACSCOC Liaison.

Liz presented the board with an update on the Performance Measures (**Attachment A**). She informed the board that the Performance Measures are the accountability arm of our institution.

The Performance Summary that was distributed showed the following information: whether we met or exceeded excellence level, whether we were above average or below the excellence level, whether we were within the average band, whether we were below the average band or above baseline level and whether we were below the baseline level in performance. Liz gave the board an overview of each of the standards listed.

MINUTES

A motion was made by Bill Stone and seconded by Jim Sponenberg to approve the August Meeting Minutes (**Attachment B**) as presented. The motion carried.

COMMITTEE REPORTS

Executive Committee: No report

Athletics Committee:

Committee Chairman Joel Carroll announced that volleyball started this fall. He also stated that we couldn't find any better coaches than we have. They do a great job.

Chairman Committee Joel Carroll announced that we have 90 student athletes and most wouldn't be enrolled without athletics. Baseball and softball are in their minor season.

Committee Chairman Joel Carroll also announced that the Golf Tournament will be held on October 14, 2022. All were encouraged to participate in any way they could.

Building and Grounds Committee

Committee Chairman Bill Stone announced that the approval was received last Monday from the Hudson Town Planner for the athletic field. We are currently getting prices for moving the sewer line. Also, Duke Power will relocate the electrical main feed into the campus, and we can now schedule the soil borings on the property.

Chairman Stone distributed copies of the floor plans for the addition in Watauga to our Occupational Training Facility (**Attachment C**). A meeting was held on Tuesday, with the architects and staff to finalize the floor plans for the addition.

Chairman Stone announced that we are in the process of receiving bids for the replacement of the membrane roof on the Auto Mechanics facility.

Chairman Stone also informed the board that the installation of automatic door openers and the new sliding doors for selected buildings are currently underway.

Chairman Stone presented the Health Sciences Building Design Contract as shown in **Attachment C-1**. A motion was made by Chairman Stone to approve the design contract in the amount of \$242,000. The motion carried.

Chairman Stone announced that "Welcome Center" is now part of the signage on F Building.

Curriculum Committee: No report

Finance Committee:

Committee Chairman Jerry Church announced that the Finance Committee met today, September 21, 2022 and agreed, to recommend for approval to the full Board the College 2022-2023 Institutional Budget (2-1) (**Attachment D**). Jerry Church made a motion, on behalf of the Finance Committee to approve the 22-23 College Budget (2-1) as presented. The motion carried.

Chairman Church made a motion to approve the Interim Financial Summary Report for August 2022 (**Attachment D-1**). The motion carried.

Chairman Church made a motion to accept with gratitude, the In-kind Gift Donation from Caldwell County Smart Start (**Attachment D-2**), and the In-kind Gift Donation from MHC Kenworth (**Attachment D-3**). The motion carried.

Personnel Committee:

Chairman Alvin Daughtridge presented, for information purposes, the following employments, resignations and retirements: the employment of Dr. Jason Chaffin, Full-time Chief of Staff (**Attachment E**); the employment of Merinda Stewart, Full-time Technician, Financial Aid (**Attachment E-1**); the employment of Morgan Duncan, Full-time Systems Administrator (**Attachment E-2**); the employment of Tony Barlow, Full-time Truck Driver Training Program Instructor (**Attachment E-3**); the employment of Kimberli Clark, Full-time Director/Instructor, Medical Assisting Program (**Attachment E-4**); the employment of Debra Johnson, Full-time Counselor/Program Specialist Financial Aid-Watauga (**Attachment E-5**); the employment of Caleb Sarver, Full-time Counselor/Program Specialist Financial Aid-Caldwell (**Attachment E-6**); the employment of Margaret Murray, Full-time Director of Student Life & Engagement (**Attachment E-7**); the employment of Sarah Rash, Full-time Administrative Assistant, Human Resources (**Attachment E-8**); Employment of Amy Swink, Full-time Director Human Services (**Attachment E-9**); the employment of Norman Williams, Full-time Economics Instructor (**Attachment E-10**); the employment of Melissa Darling, Full-time Spanish Instructor- Caldwell &

Watauga (**Attachment E-11**); the employment of Jose Lopez, Full-time Housekeeper, Environmental Services (**Attachment E-12**), and the resignation of Randy Ledford, Full-time VP of Instruction (**Attachment E-13**); the resignation of Aden Townsend, Full-time Automotive Systems Instructor (**Attachment E-14**); and the retirement/Resignation of Jan Bailey, Full-time Librarian-Watauga (**Attachment E-15**)

Policy and Legislative Committee: No report

**SGA
REPORT**

SGA President, Emily Norwood announced that SGA had Constitution day and there were approximately 70 people Participated. SGA also held a ping pong tournament, with ten people participating. The runner up prize was a \$25 gift card to Amazon.

**PRESIDENT'S
COMMENTS**

Dr. Poarch congratulated Chairman Taylor on his service to the Board and thanked him for all the support he has given the institution.

Dr. Poarch also informed board members that the changes that were made to our salary scale has made a huge difference on hiring and keeping faculty and staff.

Dr. Poarch announced that the new Faculty Senate President is Jennifer Campbell. He welcomed Jennifer as part of Executive Council.

Dr. Poarch presented, for information purposes, the Civic Center Monthly Report for August 2022 (**Attachment F**), and letters, news articles and Board highlights (**Attachment L**).

Dr. Poarch distributed the Foundation Fall 2022 Scholarships handout as shown in **Attachment G**. They distributed a total of 332 scholarships. There was a 52% increase in applications this year over fall of 2021. The handout also shows recipients by age group, by county, and by gender. Forty-seven percent of the scholarships were awarded to adult learners.

Dr. Poarch presented, for information, the NCCCS Phase 2 Build Back Better Regional Challenge Award as shown in **Attachment H**. We will receive 16 million dollars over the next three years. There were 529 applicants for the challenge, and 21 awards were given.

Dr. Poarch presented the Special Construction Delegation for Capital Projects (**Attachment I**). We have been waiting on the approval of the State Board to allow us a 2 million lead way.

Dr. Poarch presented the Fall 2022 Enrollment Report (**Attachment J**). We are up in every category for fall curriculum enrollment. Current enrollment is 3,671, which is up from last fall. We have had an increase in both headcount and seat count. The number of high school students taking college classes has also increased in every high school in the counties we serve.

Dr. Poarch presented the Fall 2022 County Enrollment (**Attachment K**). Over 62 of 100 counties in NC are represented in our student enrollment. This information shows that we have a broad reach.

Dr. Poarch informed the board that every 10 years we have an on-campus site visit with SACSCOC for our accreditation. We are now at the half way point to that 10-year accreditation and our Fifth-year Report has been submitted. We wait to hear from SACSCOC about the report at the December annual meeting.

Dr. Poarch announced that the committee for the System Office presidential search is supposed to be a 14-member committee. They now have 13 of the 14 and are starting the process to identify the search company that will be used. They have one person that is representing the trustees, and the president from Coastal Carolina is representing the presidents. They hope to announced the new president in January or February of next year.

Dr. Poarch announced that we have received notification that we have been approved for CAYG (**blue folder**). We will receive \$6400 for short term credentials.

CHAIRMAN'S COMMENTS

Chairman Taylor asked some of the trustees that attended the 2022 NCACCT Meeting in Asheville to give a report on the meeting. Jerry Church attended the Executive Committee meeting. At the meeting, they gave an update on the NCCCS Presidential search and announced that the NC Association of Community College President's is now a 503C organization. There were 310 trustees that attended the meeting.

He also announced that they are trying to get the maximum amount for Pell Grants. Ann Smith announced that there were some great training sessions. She also informed board members that other college presidents came up to them to express what a great job our President does. Bill Stone announced that the leadership at our college stood out this time, and all were telling us what a great president we have. Lowell Younce announced that national issues were also discussed in some of the training sessions.

Chairman Taylor presented, for information, the finalized Board Committee Assignments as shown in **Attachment M**, the Calendar of Events (**Attachment N**) and future board meeting dates and upcoming events.

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Ann E. Smith, Board Secretary/Treasurer