

**Caldwell Community College and Technical Institute  
Board of Trustees Meeting Minutes**

**Wednesday, November 16, 2022**

The CCC&TI Board of Trustees met in regular session on Wednesday, November 16, 2022 at 11:30 a.m. in the Forlines Board Room.

**Board members present were:**

Larry W. Taylor-Chairman, Jerry T. Church, Alvin W. Daughridge, Wongalee Thomas, James Sponenberg, William "Bill" Stone, Chris Barlowe, Ann E. Smith, Joel Carroll, Candis Hagaman, Lowell Younce, Emily Norwood-SGA

**Board members absent were:**

Ronald Beane, Dale Hamby, William Winkler

**CCC&TI Staff and guests present were:**

Dr. Mark Poarch-President, Dr. Jason Chaffin, Donnie Bassinger, David Holman, Dena Holman, Susan Wooten, Liz Silvers, Jennifer Campbell, Donna Church, Edward Terry, Caridad Smith

Chairman Larry Taylor called the meeting to order and asked Trustee Wongalee Thomas to give the invocation.

**ETHICS  
STATEMENT**

Trustee Chris Barlowe 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))

**INTRODUCTIONS**

The following new employees were introduced to the board:  
Margaret Murray, Full-time Director, Student Life and Engagement;  
Merinda Steward, Full-time Financial Aid Technician; Caleb Sarver, Full-time Counselor/Program Specialist Financial Aid-Caldwell;  
Sarah Rash, Full-time Administrative Assistant Human Resources;  
Norman Williams, Full-time Economics Instructor.

**MINUTES**

A motion was made by Bill Stone and seconded by Jim Sponenberg to approve the October Meeting minutes (Attachment A) as presented. The motion carried.

**PROGRAM  
HIGHLIGHT**

Cari Smith, Director, Biopharmaceutical Technology program, gave an overview of the program. We will have our first graduates this year and we have been expanding the program to reach middle schoolers. Cari also announced that they have revised and updated the program video which is shown on our website.

Dr. Poarch announced that we received the Building Back Better Grant, proposed by the Biden Administration to bring back certain core programs. We received just under \$1 million to support the program. He further announced that we are in a unique position with this program. This program leads to a variety of jobs within the pharmaceutical industry. This program also sets us apart from any other, so now we can have conversations with other counties to see how we can serve them. It has the opportunity to be a niche program for us and sets us apart from other institutions.

**COMMITTEE  
REPORTS**

**Executive Committee:** No report

**Athletics Committee:**

Committee Chairman Joel Carroll announced that our Volleyball Team, in their first year, made it to the semi-finals. Our basketball team is 3 and 1. We have a home basketball game tonight at 7 p.m.

**Building and Grounds Committee:**

Committee Chairman Bill Stone announced that State Construction has approved the design contract for the addition to the Occupational Training Facility on Watauga campus. The schematic design was submitted on November 15. A meeting has been scheduled for Thursday, November 17 with the Architectural firm to discuss the square footage of the health sciences facility based on input received from the Health Sciences faculty. Concerning Auto Mechanics, a new roof was just installed on the Auto Mechanics facility. We will schedule a committee meeting prior to our December meeting to discuss the Athletic Field and the contracts for the Right-of Way from DOT.

**Curriculum Committee:** No report

**Finance Committee:**

Committee Chairman Jerry Church made a motion to accept the State Budget Transfers for October 1-31, 2022 as shown in **Attachment B**. The motion carried.

Chairman Church announced that we are one-third of the way through the year and expenses are in line with where we should be. Chairman Church made a motion to approve the Interim Financial Summary Report for October 2022 (**Attachment B-1**) as presented. The motion carried.

**Personnel Committee:**

Committee Chairman Alvin Daughridge presented, for information, the following employments, resignations and retirements: the employment of Johnny Hollar, Full-time Truck Driving Instructor (**Attachment C**); the employment of Jamey Aldridge, Full-time Truck Driving Instructor (**Attachment C-1**); the employment of Brittney Lewis, Full-time Counselor/Counseling & Disability Services (**Attachment C-2**); the employment of Timothy Wilkie, Full-time Assistant, Writing & Academic Support Center (**Attachment C-3**). The resignation of Phoebe Greene, Full-time Technical Assistant, LRC (**Attachment C-4**); the retirement/resignation of Charles Smith, Full-time Technical Assistant, Computer Information Services (**Attachment C-5**); and the retirement/resignation Myra Moore, Full-time Program Assistant Computer Information Services (**Attachment C-6**).

**Policy and Legislative Committee:** No report

**SGA  
REPORT**

Emily Norwood, SGA President announced that SGA held a Trunk or Treat event in October and the turn-out was great with a lot of the community participation. Emily also announced that SGA will be showing the Polar Express movie and supplying free hot chocolate today for those who would like to join them.

**PRESIDENT'S  
COMMENTS**

Dr. Poarch announced that Dr. Phipps was chosen as Superintendent of the Year and he congratulated him on this achievement.

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

Dr. Poarch announced that he has included the NC Educator Pipeline Collaborative Partnership meeting Agenda shown in **Attachment E**. Liz Silvers was asked to attend this meeting at Elon College, in Dr. Poarch's absence. It was a meeting concerning working with our public school and university programs to help get more students wanting to be teachers to start at the community college level and go through the university.

Dr. Poarch announced that he has received a letter concerning the NC Reconnect Cohort 2 Grant (**Attachment F**) from the Belk Endowment to support our Adult Learner initiative. A couple of the things the grant will help do is convert marketing materials to Spanish and hire a bilingual instructor in construction trades.

Dr. Poarch presented, for approval, the Academic Calendar for 2023-24 as shown in **Attachment G**. This version of the calendar proposes that our fall semester begin August 14; our employee kickoff be held on August 10, and our fall semester end on December 14, with spring classes starting on January 10. Graduation will be on May 10 and our summer classes will start on May 20 through July 31. Dena Holman informed the board that we are trying to work with our students as much as possible and we have a committee on campus that deals with the calendar and they are representative to all prospective areas. A motion was made by Jim Sponenberg and seconded by Bill Stone to approve the calendar as presented. The motion carried.

Dr. Poarch gave the board an update on Adult Learners. At a previous meeting, he learned that there has been a ten percent increase in our adult learner initiative 25 years or older. He also met with our County manager and some of their staff to discuss ways to interact with our business community that we normally don't. He also announced that out of the adult learners that we enrolled, we still have 96% enrolled.

Dr. Poarch announced that we had a great Ed NC visit with Nation Hann, and Mebane Rash. We took them to Three Doors Down, had lunch at the Civic Center and talked to them about our partnerships and then shared information about our programs. Had a very good visit and both Nation and Mebane have Caldwell County ties.

Dr. Poarch announced that we are preparing for the start of the long session in January. He also announced Senator Ballard will be joining everyone at the Caldwell Cuisine tomorrow evening. We will welcome Senator Hise and Senator Proctor in January and hope to plan a visit to Raleigh.

Dr. Poarch also announced that the State Board search committee met this morning to go through survey results from presidents and trustees concerning the System President position. They have selected a search firm and are waiting on approval of the contract before making it public. After making the search firm public, they will begin working everything out for the job description requirements.

#### **CHAIRMAN'S COMMENTS**

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

Chairman Taylor reminded everyone that we will be meeting at 11:00 am for the December meeting due to the College Christmas lunch and will hold a Building and Grounds Committee meeting at 10 am before the regular meeting.

**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