

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

**Monday, December 19, 2022**

The CCC&TI Board of Trustees met in regular session on Monday, December 19, 2022 at 11:00 a.m. in the Forlines Board Room (A 101)

**Board members present:**

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

**Board members absent:**

Ronald Beane, Candis Hagaman

**Others participating:**

Dr. Mark Poarch-President, Dr. Jason Chaffin, Donnie Bassinger, David Holman, Dena Holman Susan Wooten, Liz Silvers, Carmela Tomlinson, Edward Terry, Donna Church

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

**ETHICS  
STATEMENT**

Trustee Lowell Younce was asked to review, with the board, 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 (e))*

**INTRODUCTIONS**

Dr. Poarch introduced two new employees to the board: Megan Norwood and Tyler Deaton

## **PROGRAM HIGHLIGHT**

Carmela Tomlinson, Director of the Small Business Center gave an update on the center to the board. Carmela announced that the SBC had their annual fall conference in Asheville, NC where they have to submit a SBC report. At the conference, the SBC was recognized with an a “Business Success Story Award.” Happy Valley Filling Station won the award. We helped them with a business partnership issue and the hiring of new staff. The SBC provided over 30 hours of counseling, etc. to them. This past year, the SBC served 144 clients, with 1,015 counseling hours, and 150 webinar workshops.

Dr. Poarch announced that we are very lucky to have Carmela Tomlinson, she has brought great perspective to our team. People go to the HUB for everything entrepreneurial related. It is a unique model in North Carolina. We received an additional \$50,000 from the state for our SBC, and we are currently in the process of hiring a Business Liaison in Watauga and are working with the Boone Chamber on housing the new liaison at the Chamber. He stated that most of our industry is small business related and we are trying to do a better job of serving businesses in the Boone area.

## **MINUTES**

A motion was made by Ann Smith and seconded by Jim Sponenberg to approve the November meeting Minutes (Attachment A) as presented. The motion carried.

## **COMMITTEE REPORTS**

**Executive Committee:** No report

**Athletic Committee:**

Committee Chairman Joel Carroll announced that our basketball team lost their first game of the season and will go to Forsyth County for their game next week. Chairman Carroll encouraged more participation at the athletic events. He also announced that baseball and softball will begin practicing in the next few weeks.

**Building and Grounds Committee:**

Committee Chairman Bill Stone announced that the Building and Grounds Committee met today at 10 a.m. to discuss three Easements. Two on the Transportation and Public Services Center property, and one near the Early College building. The funds that are paid to the college for the Easements will cover the cost of moving electrical lines and sewer line in the back of the campus. There has not been any indication as to when we will receive the funds. It has to be approved by DOT and the State Board.

Committee Chairman Stone, on behalf of the committee, recommended that approval of the three Easements. The motion carried.

**Curriculum Committee:** No report

**Finance Committee:**

Committee Chairman Jerry Church made a motion to approve, as presented, the Interim Financial Summary report for November 2022 (**Attachment B**). He noted that we are 41% through this year. The motion carried.

Committee Chairman Jerry Church made a motion to approve the State Budget Transfers for November 1-30, 2022 as shown in **Attachment B-1**. The motion carried.

Committee Chairman Jerry Church made a motion to approve the In-Kind Gift Donation from Stallergenes Greer for a plotter for printing large scale drawings as shown in **Attachment B-2**, and the In-Kind Gift Donation of manikins from Meredith Whitney Tye to the cosmetology department (**Blue Folder**). The motion carried.

Committee Chairman Jerry Church presented, for information, the Foundation Auditor's Report for Year Ended June 30, 2022 (**Blue Folder**).

**Policy and Legislative Committee:** No report

**Personnel Committee:**

Committee Chairman Alvin Daughridge presented, for information purposes, the following employments and resignations: The employment of Kristin Belisle, Full-time Nursing Instructor – Watauga (**Attachment C**); the employment of Emily Cunningham, Full-time Compliance Specialist (**Attachment C-1**), and the resignation of Taylor Phillips, Full-time Service Coordinator/Instructor Catering Group (**Attachment C-2**).

**SGA  
REPORT**

There was no report from SGA

**PRESIDENT'S  
COMMENTS**

Dr. Poarch welcomed the board, wished them Merry Christmas, thanked them for all they do for the college and community.

Dr. Poarch presented, for information, the Civic Center Monthly Report for November 2022 (**Attachment D**). He announced that a new Director has been hired for the Civic Center, Kim Edmisten.

Dr. Poarch presented for information the ACEN Site Visit Report (**Attachment E**). Our Nursing program is in compliance with all accreditation standards and is recommended for continuing accreditation. They were very complimentary of our faculty.

Dr. Poarch presented, for information, the Staff Information Comparison Report as shown in **Attachment F**. He informed the board that we are required to send this information in every year, and he is very proud of where the report shows that we are.

Dr. Poarch presented, for information, the Business Success Story: Overcoming Challenges Award (**Attachment G**). He is proud of the work being done by our Small Business Center.

Legislative Update: the legislators will be back in session in mid-January. The system office is still working on the presidential search committee. Buffkin/Baker is the search firm currently working with the State Board search committee for a new president. Dr. Poarch informed board members that Senator Ballard and Destin Hall plan to join them for the Christmas lunch today.

Dr. Poarch, presented for information, the Letters, News Articles and Board Highlights (**Attachment H**), and also informed board members that their Calendars for 2023 are in their Blue Folder.

Dr. Poarch announced that there will be a Christmas Celebration/Thank you event from 4-6pm on Tuesday, December 20 at the Civic Center and all are invited to attend.

Dr. Poarch informed the board that the institution will close for the Christmas Holidays at 12:00 noon on December 22.

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

Chairman Taylor announced that the next NCACCT Law-Legislative Seminar will be held March 29-31 in Raleigh, for those interested.

Chairman Taylor presented the Calendar of Events as shown in **Attachment I**.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned.