

## ATTACHMENT A

### CCC and TI Board of Trustees Regular Meeting Minutes

Wednesday, March 15, 2023

The CCC&TI Board of Trustees met in regular session on Wednesday, March 15, 2023 at 11:30 am in the Forlines Boardroom.

#### Those board members present:

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

#### Those board members absent:

Ronald Beane, Christopher Barlowe, Ann Smith, Candis Hagaman

#### CCC&TI Staff and others present:

Dr. Mark Poarch-President, Donnie Bassinger, Ronald Holste, David Holman, Dena Holman, Susan Wooten, Liz Silvers, Jennifer Campbell, Emily Garrison-Guest Speaker, Donna Church, Edward Terry

Chairman Taylor called the meeting to order and asked Trustee Alvin Daughridge to give the invocation.

#### ETHICS STATEMENT

Trustee Dale Hamby 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).*

#### PROGRAM HIGHLIGHT

Emily Garrison, Director of TRIO Programs gave an overview of what TRIO does for our students. TRIO helps students build a sense of community and trust through initiative and relationships. She explained that our Educational Talent Search serves students in middle schools and high schools. TRIO does a lot of things with students and their families which connects them to our campus and programs. They are first generation college students.

**MINUTES**

A motion was made by Alvin Daughridge and seconded by Bill Stone to approve the February Meeting Minutes (**Attachment A**) as presented. The motion carried.

**COMMITTEE  
REPORTS**

**Executive Committee:** No report

**Athletics Committee:**

Committee Chairman Joel Carroll announced that basketball has ended, but we have a great athletic season beginning. Jameson McIver was named Coach of the Year. The softball team is 12 and 12 for the season. They beat the number one team in the nation, Corning out of New York. Baseball is 17 and 2 and is ranked 5th in the nation. They hope to make it to the World Series again this year. The next game is scheduled for April 1 at the Walker Stadium.

**Building and Grounds Committee:**

Committee Chairman Bill Stone informed the board that on March 7, 2023, he along with Dr. Poarch and a few others toured CVCC's Sim Hospital. The Sim Hospital uses mannequins for patients and in the birthing rooms. Chairman Stone distributed a list of CCC&TI's health programs which included 20 different programs. When these programs first began we had to put them where space was available and they are now in different locations throughout the institution. We have been given a goal of building a facility where we can house all of our health programs in one building. This building as well as paring it up with our ASU Center building will give us even more space. All the hospitals in our area want to work with us. With this new addition we will be the leader in the Health Science area. We will need more funds to offset the cost of the new building so that we can build it like we need to. Our President is working to get those needed funds.

**Curriculum Committee:**

Committee Chairperson Wongalee Thomas announced that the Curriculum Committee met on March 15, 2023 at 10:30 am for the purpose of reviewing two new program applications. Criminal Justice Technology (**Attachment B**) and Computer Integrated Machining (**Attachment B-1**).

Chairperson Thomas asked Dr. Poarch to review the program application for Criminal Justice Technology with members of the board. Dr. Poarch explained that there is much need for this program and that right now you have to be 20 years old to enroll in our BLET program. This program is a great addition to the college and will help law enforcement officers to advance in their areas. Wongalee Thomas on behalf of the Curriculum Committee, made a motion to approve the Criminal Justice Technology Program as presented. The motion carried.

Chairperson Thomas asked Dr. Poarch to review the program application for Computer Integrated Machining (**Attachment B-1**). Dr. Poarch informed the board that this program allows us to automate our machining program to better align with the needs of business and industry. We are trying to make sure we are relevant and current. This program will be taught at the BCAT building. Liz announced that this program will also help elevate our student salaries. Wongalee Thomas, on behalf of the Curriculum Committee, made a motion to approve the Computer Integrated Machining program as presented. The motion carried.

**Finance Committee:**

Committee Chairman Jerry Church made a motion to approve the State Budget Transfers from February 1-18, 2023 as shown in **Attachment C**. The motion carried.

Chairman Church made a motion to approve the Interim Financial Summary Report for February 2023 (**Attachment C-1**) as presented. The report shows that we are 2/3rds of the way through the year and have used 60% of our state and county funds. The motion carried.

Chairman Church made a motion to accept with gratitude, the In-Kind Gift Donation to the Biomedical Technology program (**Attachment C-2**) of patient monitoring equipment from Integrity Biomedical Services. The motion carried.

**Personnel Committee:**

Committee Chairman Alvin Daughridge presented, for information purposes, the following employments/transitions and resignations: the employment transition of Laura Benton, Full-time Executive Director, LRC (**Attachment D**); the resignation of Jennifer Vance, Full-time Assistant Director, Records and Registration (**Attachment D-1**); the resignation of Kate Lee, Full-time Financial Aid Counselor/Program Specialist (**Attachment D-2**); the resignation of Ann Philyaw, Full-time Housekeeper, Civic Center (**Attachment D-3**); and the resignation of Nancy Hawkins, Full-time Accounting Technician/Accounts Receivable (**Attachment D-4**).

**Policy and Legislative Committee:**

Committee Chairman Jim Sponenberg announced that the Policy and Legislative Committee met at 11:00 am on March 15, 2023 for the purpose of reviewing two new policies and changes to two existing policies. He asked Dr. Poarch to review each policy.

Dr. Poarch reviewed the new Human Resources Professional Development policy (**Attachment E**). Dr. Poarch informed board members that this policy is based around professional development. He explained that we work with Campbell and Shatley attorneys and they provide model policies for our group that are requirements. This policy clarifies the college's commitment to helping our employees grow in their roles. Chairman Sponenberg, on behalf of the Policy and Legislative Committee, made a motion to approve the Human Resources Professional Development Policy (**Attachment E**) as presented. The motion carried.

Dr. Poarch explained that the new Information Technology Information Security policy (**Attachment E-1**) is a required policy for the colleges. The policy indicates that we will follow the Information Security Program (ISP) and the second part speaks to security for the institution. In accordance with state law, this policy clarifies that the college will not respond or pay any funds for cyber-attacks. It was also noted that we do have an information officer on our campus. Jim Sponenberg, on behalf of the Policy and Legislative Committee made a motion to approve the new Information Security Policy as shown in Attachment E-1. The motion carried.

Dr. Poarch informed the board that changes to the Intellectual Property are at the bottom of the page. This policy has been in place for a long time. It basically means if a faculty member develops a course at CCC&TI and they want to use it at another institution they may be working for, we won't stand in their way, but we will not supply it for them. For instance, by way of copying, typing, collating, etc. they cannot use our machinery or staff. Chairman Sponenberg, on behalf of the committee, made a motion to approve the policy as presented. The motion carried.

Dr. Poarch informed the board that the changes to the Secondary Employment policy (**Attachment E-3**) helps bring us in compliance with the state board code. Chairman Sponenberg, on behalf of the committee, made a motion to approve the policy as presented. The motion carried.

**SGA  
REPORT**

SGA President Emily Norwood informed the board that spring break was last week and they had several different events taking place one of which was a Magician preforming a magic show.

**PRESIDENT'S  
COMMENTS**

Dr. Poarch presented, for information purposes, the Civic Center Monthly Report for February 2023 (**Attachment F**), and Letters, news articles and board highlights (**Attachment P**).

Dr. Poarch presented for information the Fall Practical Nursing NCLEX Pass Rate (**Attachment G**). The Practical Nursing pass rate was 100%.

Dr. Poarch informed board members that we have signed the following transfer agreements: Lenoir-Ryne University agreement and the Lees-McRae College agreement. Lenoir-Ryne reduced students tuition, if they have a certain GPA, Lenoir-Ryne will cut student tuition costs. They developed a pathway to nursing so our students can transfer seamlessly. They are also allowing us to use their dorms. Students living on campus at Lenoir-Rhyne have access to all LR resources. Lees-McRae College allows our Emergency Management program to transfer. We also have a two-year degree in Human Services and it will transfer to their 4-year degree in Human Services.

Dr. Poarch presented for information the NC Career Coach Funding approval (**Attachment H**). We have several additional funding streams coming in. This funding will pay for two transition advisor positions that will go through 27-28 year. The match will be based on Tier value.

Dr. Poarch distributed the Entrance Letter for Compliance Review FY 22-23 (**Attachment I**). He informed the board that our Compliance Auditor is on campus and will be here for two or three weeks and he will update the board once we know the outcomes of the audit. Right now, there is no indication that things are not going well.

Dr. Poarch presented for information the High-Cost Workforce Start-up Fund Program Approval as shown in **Attachment J**. This is the high-cost workforce startup award for the substation program. No institution received more funding than we did. We are proud to be at the top of the funding. Blue Ridge Energy and Duke Energy indicated that they would support this initiative.

Dr. Poarch presented to the board, for information, the Adult Learner Brochure (**Attachment K**). This is something that Dr. Stillwell and our marketing team put together. It includes strategies, best practices, examples, etc. concerning the Adult Learner. They identified three different themes: 1) relationships 2) support 3) interaction with others.

Dr. Poarch presented, for information, the NCCCS FY 2022-2025 Legislative Agenda (**Attachment L**). He informed board members that he and a couple other trustees traveled to Raleigh last week and had dinner with five legislators. Some things shown on the attachment are some items in the Governor's budget including salary increases for state employees.

Dr. Poarch presented the student investment examples (**Attachment M**). He explained that this is how we would use our share of the money if funded. There are programs we would expand but will need more faculty.

Dr. Poarch reported that EdNC was here doing a documentary called Anchored in Caldwell. It focused on the Linemen Program. They interviewed Doug Johnson from Blue Ridge Energy, and the owners at Happy Valley Filling Station as well as several students. It also focused on the Hub Station.

Dr. Poarch distributed the myFutureNC County Attainment Profile – Caldwell County (**Attachment N**). We are continuing to work on our goal of helping people attain degrees. Currently there are 11,000 people needing to be credentialed.

Dr. Poarch distributed the myFutureNC County Attainment Profile – Watauga (**Attachment O**). There are currently 6,000 people that need to be credentialed in Watauga. There is a lot of support for us from myFutureNC for these needs.

## **CHAIRMAN'S COMMENTS**

Chairman Taylor presented for information purposes, the Calendar of Events (**Attachment Q**) and future Board meeting dates and upcoming meetings and events.

Chairman Taylor announced that the April Board meeting has been moved from Wednesday, April 19<sup>th</sup> to Tuesday, April 18, 2023 at 11:30 am in the Forlines Boardroom due to a conflict in Dr. Poarch's schedule.

**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