

CCC and TI Board of Trustees Meeting Minutes

Tuesday, April 18, 2023

The Caldwell Community College & Technical Institute Board of Trustees met in regular session on Tuesday, April 18, 2023 at 11:30 a.m. in the Forlines Board Room.

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, Candis Hagaman, William R. Winkler, Lowell Younce, Emily Norwood-SGA

Board members absent were:

Ronald Beane, Dale Hamby

CCC&TI Staff and others present:

Dr. Mark Poarch-President, Dr. Jason Chaffin, Donnie Bassinger, Ronald Holste, Dr. Dena Holman, Susan Wooten, Liz Silvers, Jennifer Campbell, Marla Christie, Donna Church, Edward Terry

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

**ETHICS
STATEMENT**

Trustee Chris Barlowe reviewed the following Ethics Statement with the board:

In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflict 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))

**NEW BUILDING
PRESENTATION**

Clark Nexsen Architects gave the board a presentation on the new Health Sciences Building and the planning process that has to be followed before this project can begin. They also reviewed the process they will be following while working on the building. They gave an overview of the different floor levels and what will be located on each level. This building will be very prominent from Highway 321.

**myFutureNC
ATTAINMENT
RESOLUTION**

Kim Case, Regional Impact Manager with myFutureNC, asked the board to approve a new Resolution goal. There are specific goals for Caldwell and Watauga County with an overall state goal of having two-million credentialed workers ages 25-44 by 2030. myFutureNC has a cross sector board of directors, which is a lot of different representation from a lot of different areas. They are working on career planning and raising scholarships. They want to reinforce and invest to strengthen the economy. They are state lead but locally owned and driven. There is much work to be done at the local level. The initiative is to endorse the state attainment goal, adopt local attainment goals, develop local attainment action plan, execute action plan and increase local attainment. Dr. Poarch informed board members that they have a copy of the Attainment Resolution between CCC&TI and myFutureNC in their blue folders for review. The Resolution says that we are committed to do everything we can to achieve the attainment goal for our area. A motion was made by Jerry Church and seconded by Ann Smith to approve the Resolution as presented. The motion carried.

INTRODUCTIONS

Dr. Poarch congratulated Dr. Dena Holman on receiving her doctorate degree.

The following new employees were introduced to the board:
Melinda Mullis, full-time Accounting Technician, Accounts Receivable;
Gary Harmon, full-time Coordinator, Public Safety.

MINUTES

A motion was made by Bill Stone and seconded by Billy Ralph Winkler to approve the March Meeting Minutes (**Attachment A**) as presented. The motion carried.

**COMMITTEE
REPORTS**

Executive Committee: No report

Athletics Committee:

Committee Chairman Joel Carrol announced that our baseball has had 24 wins in a row. We are really proud of our girls Softball team. Toyaz Soloman was named Honorable Mention All-American in Basketball.

Building and Grounds Committee:

Chairman Stone thanked the ClarkNexen Architects for their presentation of the new building. Chairman Stone announced that the design for the Watauga project was approved and returned but is not finalized yet. We are going into the bid phase of the project. Concerning the Athletic Field, we have hit a snag with the architects, but should have a much more detailed report next month.

Curriculum Committee:

Chairman Wongalee Thomas presented, for information, the Curriculum Committee meeting Minutes for March 15, 2023 (**Attachment B**).

Finance Committee:

Committee Chairman Jerry Church made a motion to approve the State Budget Transfers for March 1-31, 2023 (**Attachment C**) as presented. The motion carried.

Chairman Church made a motion to approve the Interim Financial Summary Report for March 2023 (**Attachment C-1**) as presented. The motion carried.

Chairman Church announced that the Finance and Building and Grounds Committee met jointly on April 18, 2023 to review the Draft 2024 Local Budget Request for Watauga (**Attachment C-2**). The committee approved the budget as presented to come before the full board for approval. Chairman Church informed board members that our request is approximately \$50,000 more than our budget allotment last year. Our request is \$10,000 more than last year's request. He also noted that the Commissioners have been funding a capital reserve at \$50,000 per year. Dr. Poarch announced that we received notice from State Construction that we need approximately \$1.2 million additional dollars for the building project in Watauga. The letter has been submitted to say that we have the additional funds from institutional dollars to complete that project. Committee Chairman Jerry Church, on behalf of the Finance Committee/Building and Grounds Committee made a motion to approve the 2024 Local Budget Request as presented. The motion carried.

Chairman Church made a motion to accept with gratitude, the In-Kind Gift Donation from Mitchell Community College for patient monitoring equipment for our Biomedical Equipment Technology program as shown in (**Attachment C-3**) and the In-Kind Gift donation in the **Blue Folders** for a 1995 school bus from Caldwell County Public Schools. The motion carried.

Personnel Committee:

Committee Chairman Alvin Daughtridge presented, for information, the following employments: Employment of Matthew Sawyer, Full-time Director of Accounting/Finance Programs (**Attachment D**); employment of Melinda Mullis, Full-time Accounting Technician, Accounts Receivable (**Attachment D-1**); employment of Alison Cerrito, Full-time Service Coordinator, JE Broyhill Civic Center (**Attachment D-2**); employment of Gary Harmon, Full-time Coordinator, Public Safety (**Attachment D-3**).

Policy and Legislative Committee:

Committee Chairman Jim Sponenberg presented, for information, the Policy and Legislative Committee Meeting Minutes (**Attachment E**) for March 15, 2023.

**SGA
REPORT**

SGA President Emily Norwood announced that SGA was holding the Cobra Fest today. There are inflatables, food, and a variety of games. Students are getting close to taking their Finals and seem to be working hard.

**PRESIDENT'S
COMMENTS**

Dr. Poarch presented, for information, the Civic Center Monthly Report for March 2023 (**Attachment F**), and Letters, News Articles and Board Highlights (**Attachment J**).

Dr. Poarch presented to the board an Emeritus Status Recommendation for Kay Crouch (**Attachment G**). He announced that Kay has been a huge part of the institution for many years and this is the highest-ranking status for any faculty member at our institution. Kay has a 28-year tenure and this recommendation is unanimously endorsed by Executive Council. A motion was made by Billy Ralph Winkler and seconded by Jim Sponenberg to approve the Emeritus Status to Kay Crouch. The motion carried.

Dr. Poarch presented, for information, the NCCCS Budget Tracking Sheet as shown in **Attachment H**. This budget sheet outlines where we are in the legislative process relative to budget and compares the House budget proposal with the Governor's Budget proposal. He informed the board that on the back of the sheet, there are some other key items related to the budget which additional money. We had a good visit in Raleigh when we met with the General Assembly and we are in a good place. They are aware that they have to invest back into our institutions for us to have more programs and instructors.

Dr. Poarch presented the Enrollment Growth Reserve Allocation (**Attachment I**). This shows the enrollment growth money we received from the System Office. Colleges had to grow at least 5% or more from fall 2022 to fall 2023 to receive the funding. Only eight colleges received more than CCC&TI did. We received \$171,000. The courses we offered in December really helped us qualify for this money.

Dr. Poarch gave a Legislative update to the board. The update was concerning Senate Bill 692. He announced that Senator Berger's name is on the Bill which is very rare. Part of the Bill is that the General Assembly will confirm and vet the NCCCS President. It changes who appoints state board members and local board members. He informed that board that he will try to see our legislators again while in Raleigh next week. We have great board and we don't want it changed. Dr. Poarch agreed to keep everyone apprised of what is happening in Raleigh.

Dr. Poarch announced that there was an article published this morning concerning the NCCCS Presidential Search. He will keep everyone informed of what is happening with the search.

CHAIRMAN'S COMMENTS

In the absence of Chairman Taylor, acting Chairman Jerry Church informed board members that the 2023 Presidential Evaluation is in their **Blue Folders**. All were asked to please complete and return the form by May 17, 2023.

For information purposes, Chairman Church presented the Calendar of Events (**Attachment K**) and discussed future Board Meeting dates.

UNFINISHED BUSINESS

Jim Sponenberg announced that the Board is being asked to have 100% participation in our Foundation Fund Drive. Anyone who has not given were encouraged to please get their donation to the Foundation as soon as possible.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Donna Church, Recording Secretary

Ann E. Smith, Board Secretary/Treasurer