

**CCC and TI Board of Trustees Meeting  
Minutes**

**Wednesday, June 21, 2023**

The CCC&TI Board of Trustees met in regular session on Wednesday, June 21, 2023 at 11:30 am in the Forlines Board Room.

**Board members present were:**

Larry W. Taylor-Chairman, Jerry T. Church, Alvin W. Daughridge, Wongalee Thomas, William "Bill" Stone, Ann E. Smith, Joel Carroll, Dale Hamby, Emily Norwood-SGA

**Board members absent were:**

Ronald Beane, James Sponenberg, Christopher Barlowe, Candis Hagaman, William Winkler, Lowell Younce.

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

Dr. Mark Poarch-President, Dr. Jason Chaffin, Donnie Bassinger, David Holman, Dr. Dena Holman, Susan Wooten, Liz Silvers, Donna Church, Edward Terry, and guests Lauren Saunders, Kay Crouch, Patrick Crouch

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

**ETHICS  
STATEMENT**

Trustee Ann Smith reviewed the following Ethics Statement with all Board members:

*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: Ashley Roberts, Instructional Technology Specialists; Kristen Wick, Program Assistant, Computer Services, and Timothy James, Technician, Computer Services.

## **FACULTY EMERITUS RECOGNITION**

Dr. Poarch informed board members that the Faculty Emeritus status is the highest honor bestowed to our former employees and recognizes faculty who have shown faithful and distinguished service to the institution and students. This year we are awarding the Faculty Emeritus Award to Kay Crouch. While at the college, Kay has received the Colleague of the Year Award, Great Teacher Award, Employee Achievement Award as well as others. Justin Butler, who nominated Kay Crouch for the award, announced that she is still a figure head in our community, and has taught thousands of students during her 28-year tenure. Kay set the bar high for the college's music program and because of that, we have a great music program. Dr. Poarch presented to her, on behalf of the college, the Faculty Emerita Award. Kay received a standing ovation from board members.

## **WEB-SITE DEMO**

Edward Terry demonstrated the new college website lay out that we hope to roll out in the fall of 2023. He explained for the board what was changing and demonstrated some of the new features. We will make sure our new website features are not busy or dated and continually feature our students.

Chairman Taylor announced that Edward Terry will be moving to a new job as of the last of June and his new title will be Account Executive Advertising and News with the Curtis Media Group Foothills Radio. All congratulated Edward on his new position.

## **BOARD SELF EVALUATION REPORT**

Lauren Saunders, Executive Director, Office of Accountability and Strategic Initiatives gave a summary on the Trustee Evaluations as shown in Attachment A. She announced that all evaluations had a consistent voice in that they all agreed 100% with things like operating as a unit, making decisions, committees effectively assisting the board, operating with mutual trust and respect, engagement with policy makers, the role of our president, etc. The main concern that was noted was the proposed changes to the appointment of the board. Dr. Poarch noted for the Board that the Trustee Evaluation is a requirement for our SACSCOC accreditation.

## **MINUTES**

A motion was made by Alvin Daughridge and seconded by Ann Smith to approve the May Meeting Minutes (**Attachment B**) as presented. The motion carried.

## **COMMITTEE REPORTS**

### **Executive Committee:**

The Executive Committee met at 10:30 a.m. on Wednesday, June 21<sup>st</sup> for the purpose of reviewing the President's contract and Presidential Evaluations for 2023.

**Athletics Committee:** No report

### **Building and Grounds Committee**

Committee Chairman Bill Stone gave the following report on facilities: Occupational Training Facility addition: The State Construction review is complete and approved for bidding, subject to addressing comments. We should be ready for pre-bids around July 14<sup>th</sup>. Equipment pre-purchase bids were opened last week – Bids recommended are Trane for \$327,600 for HVAC equipment, chiller, VAV boxes, air handlers and HVAC controls. Lake Electric for \$25,900 for transformers and electrical panels.

Health Sciences Facility: The advanced planning phase has been completed and approved by State Construction. Now moving on to the Schematic Design phase.

Athletic Field: The construction documents are scheduled for delivery sometime this week, and the contractors are now being notified of an upcoming pre-bid meeting.

### **Curriculum Committee:**

Committee Chairperson Wongalee Thomas announced that the Curriculum Committee met today at 11:00 a.m. in the Forlines Boardroom for the purpose of reviewing a new Medical Sonography Site and a new Articulation Agreement with Richmond Community College for 911 Communications and Operations as shown in **Attachment C**. Dr. Poarch explained to the board that, if the new medical sonography site was approved, this will go into effect fall of 2024. We are trying something new with Medical Sonography. Cleveland Community College wanted to start the Medical Sonography program, so Dr. Poarch met with the President at Cleveland and discussed the possibility of us collaborating with them on medial sonography. Cleveland will furnish the space. The program is still our program, so we will furnish the instructor and supplies for the program. We are hoping this can be a model for others to follow. Wongalee Thomas, on behalf of the committee made a motion to approve the new medical sonography site with Cleveland Community College, Trustee Bill Stone seconded the motion. The motion carried.

Committee Chairperson Wongalee Thomas presented, on behalf of the committee, the new Articulation Agreement with Richmond Community College: 911 Communications and Operations (**Attachment C**). Dr. Poarch explained that the students would initially enroll with us for their general education courses, and then in year two, they would enroll in the 911 related courses. Richmond Community College would award the degree for the program. A motion was made by Bill Stone and seconded by Alvin Daughridge to approve the articulation agreement as presented. The motion carried.

### **Finance Committee:**

Committee Chairman Jerry Church made a motion to approve Blanket Travel for Presidents/Trustees as shown in **Attachment D**, but noted that the fiscal year was to be changed from 22-23 to 2023-2024. The motion carried to approve Attachment D after date changes were corrected.

Committee Chairman Jerry Church made a motion to approve the following authorization for the President to pay salaries and other expenses until the beginning of the new year as shown below. The motion carried.

*Authorization of President, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of the fiscal year until the board of trustees can adopt a budget resolution based on actual allotment of funds.*

Chairman Church made a motion to approve the State Budget Transfers from May 1-31, 2023 as shown in **Attachment D-1**. The motion carried.

Chairman Church made a motion to approve the Interim Financial Summary Report for May 2023 as shown in **Attachment D-2**. He noted that we are 91 percent through the year and all is in line as should be. The motion carried.

Committee Chairman Jerry Church presented, for review and approval, the 2023-2024 Student Fees (**Attachment D-3**). He announced that the Finance Committee met today, Wednesday, June 21<sup>st</sup> at 10:15 for the purpose of reviewing the fees schedule and the Year End Write Offs.

A motion was made by Chairman Church to approve the 2023-24 Student Fees (**Attachment D-3**) after changing the amount in the Student Fees under Speech-Language Pathology Assistant – Criminal Background Check, Drug Screening and Immunization Tracker from \$143.75 to \$148.75. The motion carried.

Chairman Church, on behalf of the Finance Committee, made a motion to approve the Write-Offs for Year Ended June 30, 2023 (**Attachment D-4**). The motion carried.

Chairman Church made a motion to accept, with gratitude, the following In-Kind Gift Donations: In-Kind Gift Donation from the Caldwell County Health Department (**Attachment D-5**) for supplies for the Phlebotomy class; In-Kind Gift Donation from Piedmont Endocrinology (**Attachment D-6**) for an uptake system, survey meter and dose calibrator for Nuclear Medicine program; In-Kind Gift Donation from Fairfield Chair Co. (**Attachment D-7**) for chair frames; In-Kind Gift Donation from Caldwell County Schools (**Attachment D-8**) for a school bus for the transportation program, and In-Kind Gift Donation from Setzer Machine Co. (**Attachment D-9**) for aluminum for the Welding program. The motion carried.

#### **Personnel Committee:**

Committee Chairman Alvin Daughridge presented, for information, the following employments, resignations and retirements: employment of Ashley Roberts, Full-time Instructional Technology Specialist (**Attachment E**); employment of Kristen Wick, Full-time Program Assistant, Computer Services (**Attachment E-1**); employment of Charles Ratliff, Full-time Housekeeper, Environmental Services (**Attachment E-2**); employment of Timothy James, Full-time Technician, Computer Services

(Attachment E-3); employment of Cindy Childers, Full-time Program Assistant, Instruction (Attachment E-4); Retirement/Resignation of Donna Church, Full-time Executive Assistant to President/Board (Attachment E-5); Resignation of Aaron Littell, Full-time Biology Instructor (Attachment E-6); Resignation of Denise Barnhouse, Full-time Coordinator/Instructor Practical Nursing (Attachment E-7); Resignation of Edward Terry, Full-time Executive Director, Community Relations (Attachment E-8), and the Resignation of Keith Money, Full-time Director Collision Repair (Attachment E-9).

**Policy and Legislative Committee:** No report

**SGA  
REPORT**

Emily Norwood SGA President, since she will be leaving the board on July 1, expressed her appreciation to be able to serve on the board and for the help she has been given during her time with Caldwell. She will be transferring to ASU this fall for a four-year degree. Emily stated that “it has been an eye opening and amazing experience.” Katelynn Hollar will be the next SGA President and will be sworn in at the July Board meeting and will serve through June of 2024. Chairman Taylor thanked Emily for the tremendous job she has done while serving on the board and wished her well in her future endeavors.

**PRESIDENT'S  
COMMENTS**

Dr. Poarch expressed his appreciation to Emily for the awesome job she has done while serving on the board as SGA President. He wished her much success for the future.

Dr. Poarch presented, for information purposes, the Civic Center Monthly Report for May 2023 (Attachment F), and Letters, News Articles and Board Highlights (Attachment M).

Dr. Poarch shared the Summer 2023 Enrollment Report (Attachment G) with the board. We are up one student this summer and seat count has increased 3.9%. The number of new students is up in Watauga and down for Caldwell, and our number of Adult Learners is also up.

Dr. Poarch presented to the board the FTE Report (Attachment H). This report shows the FTE comparison over time. The right-hand column is what we just finalized and reported to the System Office. 1,324 is the final reported number for curriculum. 52 is Basic Skills FTE compared to 32 last year. We are up 174 FTE for the year which means more operating budget for next year.

Dr. Poarch presented the Rural College Broadband Allocation for 22-23 (Attachment I). He informed the board that we were approved for an allocation of \$524,785 to support our Rural College Broadband project needs. Susan Wooten announced that these funds will address critical IT infrastructure needs for the college and is a major accomplishment for us.

Dr. Poarch presented the Facility Use Agreement Termination with ASU as shown in **Attachment J**. He announced that effective August 20, 2023 this agreement is officially terminated and instead of moving the equipment they will transfer any remaining equipment to the college.

Dr. Poarch announced that the RAD Program Board Registry has notified us as shown in **Attachment K** that our Radiography Program has 100% pass rate for the seventh year in a row.

Dr. Poarch presented, for information, the Truck Driver Shortage Program Allocation Memo (**Attachment L**). The State Board of Community Colleges approved an allocation for the Truck Driver Shortage Program Project. These funds can be used for instructor pay, equipment, scholarships and bonuses for retired truck drivers as instructors. CCC&TI was allocated a total of \$247,200 to be used to partner with Southeastern Community College to deliver truck driver training in that community.

Dr. Poarch announced that he has spoken to Representative Hall and he is still protecting the \$39 million for our building and still feels good about where we are. He reminded Representative Hall how critical it is to get this money approved for the new building.

Dr. Poarch announced that the student ID's being used as a voter ID is being revisited. We received a request to submit our student IDs as a voter ID and we will send that information in to the Board of Elections. We have decided to not submit the employee IDs for consideration due to the expiration date requirement. He reminded the board that they had approved for him to do what was needed with the student IDs as voter IDs last time when the information was received so there was no need to revisit the information. All agreed.

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

Chairman Taylor announced that all Board Committee Assignments are due today and those that have not yet responded should get their choices to Donna Church as soon as possible.

Chairman Taylor presented for information purposes, the Calendar of Events (**Attachment N**) and future board meeting dates and upcoming Events.

#### **NEW BUSINESS**

Pursuant to the provisions of N.C.G.S 143-318.11, a motion was made by Bill Stone and seconded by Ann Smith to go into Closed Session for the purpose of reviewing the 2023 Presidential Evaluation results. Chairman Taylor announced that following the closed session the board will reconvene.

A motion was made by Bill Stone and seconded by Dale Hamby to come out of Closed Session. The motion carried.

Trustee Jerry Church announced that 43 evaluations were distributed with 39 returned for a total of 91% participation. 15 Board evaluations were distributed and 13 were returned. 28 faculty/staff/community evaluations were distributed and 26 were returned for a total of 39 being returned. Most evaluations were rated a 4 or 5 with no negative comments from board members or faculty/staff or community members. Board Members present while reviewing the evaluations were Chairman Larry Taylor, Jerry Church, Alvin Daughridge, Wongalee Thomas, Bill Stone, Ann E. Smith, Joel Carroll, Dale Hamby, Emily Norwood-SGA. They also discussed increasing Dr. Poarch's local supplement.

The second item for discussion is Dr. Poarch's employment agreement. Currently his contract term runs until 2026 and the Executive Committee discussed increasing the contract ending term to 2027.

A motion was made by Jerry Church, on behalf of the Executive Committee, to change the contract agreement ending term to June 30, 2027. The motion carried.

**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