

ATTACHMENT B
CCC and TI Board of Trustees Meeting
Minutes

Wednesday, July 19, 2023

The CCC&TI Board of Trustees meet in regular session on Wednesday, July 19, 2023 at 11:30 am in the Forlines Board Room (A101),

Board Members present were:

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

Board Members absent were:

Ronald Beane, Christopher Barlowe

CCC&TI Staff and Guests present were:

Dr. Mark Poarch-President, Dr. Jason Chaffin, Donnie Bassinger, David Holman, Dr. Dena Holman, Susan Wooten, Amy Bowman, Martin Hubner, Donna Church, and Guests: Rose Moon and Jessica Teeters

Dr. Mark Poarch called the meeting to order and asked Trustee Alvin Daughridge to give the Invocation.

ETHICS

STATEMENT:

Trustee Dale Hamby reviewed the following Ethics Statement with 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))

NOMINATING
COMMITTEE
REPORT

Committee Chairman Bill Stone presented, for information purposes, the Nominating Committee Meeting Minutes for June 21, 2023 as shown in **Attachment A**.

Dr. Poarch asked Committee Chairman Bill Stone to present the Nominating Committee Report for Board Officers for 2023-24. Bill Stone announced that the Nominating Committee, comprised of himself, Jim Sponenberg and Joel Carroll met on June 21, 2023 at 11:00 a.m. to recommend a slate of Board Officers for 2023-24.

Dr. Poarch opened the floor for nominations. There being no nominations from the floor, a motion was made to close nominations.

Committee Chairman Bill Stone recommended the following slate of Board Officers for 2023-2024 year:

Larry W. Taylor	Chairman
Jerry T. Church	Vice Chairman
Ann E. Smith	Secretary/Treasurer

A motion was made by Dale Hamby and seconded by Alvin Daughridge to approve by acclamation, the slate of Board Officers as presented for 2023-24. The motion carried.

OATH OF OFFICE

Notary Public Donna Church swore in three reappointed Board members and the new SGA representative for 2023-24.

Mrs. Wongalee Thomas was reappointed by the Governor and will serve another four-year term beginning July 1, 2023, and ending June 30, 2027. Mr. William Winkler was reappointed by the Watauga County Commissioners and will serve another four-year term beginning July 1, 2023, and ending June 30, 2027. Mr. Bill Stone was reappointed by the Caldwell County Board of Education and will serve another four-year term beginning July 1, 2023, and ending June 30, 2027. Katelynn Hollar, SGA President was newly appointed as the SGA representative and will serve a one-year term beginning July 1, 2023, and ending June 30, 2024.

INTRODUCTIONS

The following employees were introduced to the board: Kerry Winkler, Coordinator, Human Resources; Robert (Bob)Theisen, Director, Information Technology, and Amy Bowman, Executive Director, Communications and Public Relations.

COMMUNITY OUTREACH

Jessica Teeters, Part-time College Employee, gave an overview of the community outreach project that she and others have been working on. The project is geared toward underserved students in the Latino/Hispanic communities. To reach the population, they have

been going into the churches, visiting non-profits, and working with Helping Hands. They attend a lot of the festivals and set up meetings with prospective students. The group has been invited to do a Facebook Live to show them what we have to offer to students. The group also works closely with Google. Jessica announced that they recently started an upholstery class taught in Spanish that we had to turn students away. Dr. Poarch thanked Jessica for the presentation and announced that she is also translating some of our written information into Spanish.

MINUTES

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

COMMITTEE REPORTS

Executive Committee:

Chairman Taylor presented, for information purposes, the Executive Committee Meeting Minutes for June 21, 2023 (**Attachment C**)

Athletic Committee:

Committee Chairman Joel Carroll announced that the college had three athletic teams, and twenty-one student athletes recognized by the National Junior College Athletic Association for their performance during 2022-23 year. The baseball, softball, and volleyball teams were recognized for having a team grade point average above 3.0. Ten CCC&TI students were honored as members of the All-Academic First Team; three students were honored as the All-American Second Team, and eight students achieved All-American Third Team honors. Volleyball starts on August 1. Chairman Carroll introduced Maggie Murray, Associate Athletic Director and Isiah Kirby to the board.

Building and Grounds Committee:

Committee Chairman Bill Stone gave the following updates on building /renovation projects: Health Sciences Facility: we are in the schematic design of the health science building. A design fee proposal for the building was submitted last week to State Construction for approval. Occupational Addition: The request for bids was sent out last week. The pre-bid meeting is to be held on July 26 with the bid opening held on August 15 at 2 p.m. in the Boardroom. Athletic Field: A pre-bid meeting was held last Wednesday with three bidding contractors. Bid opening will be held on August 9 at 2pm in the Boardroom.

Curriculum Committee:

Committee Chairperson Wongalee Thomas presented, for information purposes, the Curriculum Committee Meeting Minutes for June 21, 2023 as shown in (**Attachment D**).

Finance Committee:

Committee Chairman Jerry Church presented, for information, the Finance Committee Meeting Minutes for June 21, 2023 (**Attachment E**).

Committee Chairman Jerry Church made a motion to approve the State Budget Transfers for June 1-30, 2023 (**Attachment E-1**). Motion carried.

Chairman Church made a motion to approve the Interim Financial Summary Report for June 2023 (**Attachment E-2**) as presented. Ninety-two percent of the budget has been expended and all remaining budget will carry forward to the next fiscal year. Motion carried.

Chairman Church made a motion to accept, with gratitude, the In-Kind Gift Donation from the City of Morganton as shown in **Attachment E-3**. The donation was used electrical Lineworker equipment that has been recently taken out of service. The motion carried.

Personnel Committee:

Committee Chairman Alvin Daughridge presented, for information purposes, the following employments/resignations: resignation of Emily Cunningham, Full-time Compliance Specialist (**Attachment F**); resignation of Ann Grogan, Full-time Coordinator Human Resources (**Attachment F-1**); resignation of Daniel Wheeler, Full-time Instructor Culinary Arts (**Attachment F-2**), and the resignation of Tara Gaskill, Full-time Administrative Assistant-Watauga (**Attachment F-3**).

Policy and Legislative Committee:

Committee Chairman Jim Sponenberg informed the board that the committee met today, July 19 at 10:45 am for the purpose of reviewing the new P-Card Policy (**Attachment G**) and the Temporary Parental Leave Policy (**Attachment G-1**).

Committee Chairman Jim Sponenberg asked Dr. Poach to review the P-Card Policy with the board. He explained that the P-Card Policy will help the college move forward with having purchasing cards for the Vice Presidents, and help streamline our purchase process for our Athletics department. Attachment G is the policy that also describes some of the processes for the use of the P-Cards. A motion was made by Chairman Sponenberg to approve the policy as presented. The motion carried.

Chairman Sponenberg asked Dr. Poarch to give an overview of the Temporary Parental Leave Policy (**Attachment G-1**). Dr. Poarch explained that this is a temporary policy put forth by the Governor issuing an Executive Order and Senate Bill 20 was put into law which requires us to provide 8 weeks of paid parental leave for full time employees. This is an unfunded mandate and requires Board approval. This would require them to use paid parental leave concurrently with FMLA. It would also include permanent part-time employees. It can be used intermittently, can be used a week at time or a couple of days at a time. Campbell and Shatley have reviewed the policy. Chairman Sponenberg made a motion to approve the Temporary Parental Leave Policy as presented. The motion carried.

SGA REPORT

Katelynn Hollar is the new SGA President for the 2023-24 year. Katelynn is 19 years old and is a first-generation student in the Biopharmaceutical program. Katelynn announced that SGA has opened up a clothes closet in the lounge area where students can get clothes, shoes and other miscellaneous items when needed.

PRESIDENT'S COMMENTS

Dr. Poarch presented, for information, the Civic Center Monthly Report for June 2023 (**Attachment H**) and Letters, News Articles, and Board Highlights (**Attachment L**), and informed board members that their fall hangtags for 2023-24 were in their **Blue Folders**.

Dr. Poarch announced that faculty are required to notify the board of their intent to run for office within our service area. Jeff Link has notified us of his intent to run for reelection for a Commissioner seat in Hudson (**Attachment I**) and his reelection will not negatively impact anything he does with the college.

Dr. Poarch presented, for information, the Caldwell County (**Attachment J**), and the Watauga County (**Attachment K**) budget allocations for fiscal year 23-24. The allocation for Caldwell was \$3,953,797, and the allocation for Watauga was \$1,047,913 for 23-24 year. The Watauga request was fully funded.

Dr. Poarch informed the board that he will be going to Greenville for the Presidents meeting. Dr. Cox, new System Office President will be addressing the presidents at the meeting.

Dr. Poarch gave a National Student Loan Clearinghouse Update. He informed the board that this is how data flows back and forth between institutions, and we were alerted that there has been some student data inadvertently released. This has been an issue across the country, not an institutional issue. He also informed the board that "Move It" is a file transfer program that sits between us and the clearinghouse. We are waiting on the System Office to let us know what we need to do, and will also let us know for sure what information has been leaked. When notified, Dr. Dena Holman is the point of contact for the information to be shared to students and others.

Dr. Poarch informed the board that there are two invitations in their **blue folders**. One is for the Lineworker Rodeo to be held on Wednesday, August 9 from 9:30 am – 11:30 am at the Lineworker Training Facility, and the other is for the Foundation Celebration that will be held on August 1st at the Civic Center from 5-7 pm.

Dr. Poarch also informed the board that in their **blue folder** are the Nursing pass rates. 56 out of 58 students passed on their first attempt for a 96.55% pass rate.

CHAIRMAN'S COMMENTS

Chairman Taylor presented a draft of the 2024 Board Calendar (**Attachment M**) for approval. With a change being made to the December meeting, noting that we will have a Christmas breakfast on December 15th instead of lunch, the Calendar was approved.

Chairman Taylor presented, for information, the Board Committee Assignments for 23-24 (**Attachment N**). All were asked to review the committees and let Donna know if they would like to make any changes.

Chairman Taylor presented, for information purposes, the Trustee Reappointment letter for Bill Stone (**Attachment O**), Chris Barlowe (**Attachment P**), and Wongalee Thomas (**Attachment Q**).

Dr. Poarch announced that the college Kickoff lunch will be held on 8/10/23 in Room 206 at 12:00 noon at the Civic Center. All were invited to attend.

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

ADJOURNMENT

There being no further business, the meeting adjourned.

Donna Church, Recording Secretary

Ann E. Smith, Board Secretary/Treasurer