

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
MAY 21, 1991
MINUTES

The Isothermal Community College Board of Trustees met on Tuesday, May 21, 1991, in the Management Seminar Room of the Business Education Building. The following trustees were present: Thomas Roberts, Vice Chairman; Opal Sauve, Al King, Frances Spratt, Howard Olson, C. W. McCall, Bill Page, Vivian Watson, Jervis Arledge, Lathelma Becknell, and Walter Dalton. The following staff members were present: Willard Lewis, Dillard Morrow, Catherine Jolley, Bob Harrison, and Karen Noel. Amy Tanner of The Daily Courier and Jean Gordon of The Rutherford County News were also present. Vice Chairman Roberts called the meeting to order at 5 pm.

Approval of Minutes

A motion was made by Walter Dalton, seconded by Bill Page, to approve the minutes of the regular meeting of February 12, 1991. The motion was unanimously approved.

Trustee Affairs

Mr. Walter Dalton, Chairman of the Nominating Committee, recommended the following slate of officers for 1991-92:

Chairman	Thomas Roberts
First Vice Chairman	Al King
Second Vice Chairman	Bill Page
Secretary	Frances Spratt

A motion was made by Walter Dalton, seconded by Jervis Arledge, to accept the recommended slate of officers. The motion was unanimously approved.

A motion was made by Frances Spratt, seconded by Al King, to add the following sentence to Board Policy 806:

If the employee is re-employed with a full-time contract, leave accumulated during the probationary period will be credited to the employee's leave record.

This motion was unanimously approved.

A motion was made by Howard Olson, seconded by Frances Spratt, to revise Board Policy 807.04 regarding Suspension of Employees. The motion was unanimously approved.

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A motion was made by Vivian Watson, seconded by Al King, to add the phrase **without special permission, and or the President's designee** to Board Policy III. 302. Admission of Correctional Inmates. This motion was unanimously approved.

Mrs. Opal Sauve, Chairman of the Personnel Committee, reported that the recent presidential evaluation was very positive. Mrs. Sauve stated that a copy of Dr. Lewis' evaluation will be mailed to State President Bob Scott in Raleigh.

Business Affairs

A motion was made by Bill Page, seconded by C. W. McCall, to approve the budget revisions as presented by Controller Jolley. The motion was unanimously approved.

President Lewis announced that gifts, grants, and donations totaling \$7,238.22 have been received from February 1, 1991, to April 30, 1991. A motion was made by Al King, seconded by Bill Page, to accept these gifts and donations. This motion was unanimously approved.

Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Opal Sauve, to approve the 1991-92 local budgets for Rutherford and Polk Counties. The total budget request for Rutherford County is \$1,166,659. The total budget request for Polk County is \$74,156. The motion was unanimously approved.

President Lewis reported that the Finance Committee had met and studied the various funding options regarding the Community/Cultural Center. The Finance Committee feels that the project will have to consist of the joint funding efforts of state, county, and private funds. Dr. Lewis stated that the college ranks 43rd out of the 58 community colleges on the priority list for state funding. Dr. Lewis further stated that it would take three to four healthy years in the state before the projects that proceed us on that list are satisfied.

President Lewis announced that the State Auditors completed their visit on April 30, 1991. Dr. Lewis stated that there were three areas in which the auditors took exception:

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1. Financial Aid - A number of errors were made due to a lack of sufficient diligence in the pursuit of documentation. Necessary steps have been taken to correct this situation, and we are in the process of contacting those students to get adequate documentation.
2. Federal Cash Management - On one occasion, the Business Office requested federal funds two to three days in advance of the use of those funds. Therefore, the account showed cash in excess of the federal guidelines. Necessary steps have been taken to address this situation.
3. Separation Of Responsibilities - The auditors recommended that the accounts receivable clerk not receipt collections. With limited staff in the Business Office, it is impossible, at this time, to change back-up cashier duties of the accounts receivable clerk. Steps have been taken to help alleviate some of the concerns.

Personnel

A motion was made by Al King, seconded by Vivian Watson, to approve a contract for Cynthia Davis, ADN Instructor, June 10, 1991. The motion was unanimously approved.

President Lewis announced non-renewal of contracts for the following personnel:

1. Walter "Mike" Cheatham, Development Director, WNCW Radio;
2. Billy Ray Doggett, Maintenance/Security, Polk County Campus.

A motion was made by Opal Sauve, seconded by Frances Spratt, to approve a revised contract for Roy Ray, Electronics Instructor, from a 12-month contract to a nine-month contract. Dr. Lewis stated that this contract revision was at Mr. Ray's request. The motion was unanimously approved.

A motion was made by Jervis Arledge, seconded by Opal Sauve, to approve Educational Leave, With Pay, for the following personnel:

1. Donna Harrison, Director, Student Support Services, June 1, 1991 through September 2, 1991;
2. Jim Hall, Math Instructor, June 18, 1991 through September 2, 1991.

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A motion was made by Frances Spratt, seconded by Al King, to approve maternity leave for Lisa Padgett, Secretary to the Dean of Student Affairs, July 30, 1991 through October 21, 1991. This motion was unanimously approved.

Other Business

The following items were distributed:

1. 1991-93 College Catalogs;
2. Revised Policy and Procedures Manual;
3. 1991-92 College Plan.

President Lewis announced that Mr. Phillip Kirk, Jr. will serve as commencement speaker, May 28, 1991, 7:30 pm. Dr. Lewis invited all trustees to dinner prior to the graduation exercises.

President Lewis made the following announcements:

1. Compensatory Education Recognition Program - Wednesday, May 29, 1991, 10 am - Gym;
2. ABE Recognition Night, May 30, 1991, 7 pm - Gym;

A motion was made by Al King, seconded by Opal Sauve, to have the Secretary of the Board write a letter of recognition to Cone Mills congratulating them on their 100th birthday. The motion was unanimously approved.

The meeting adjourned at 6:06 pm.

Thomas A. Roberts
Chairman

Frances H. Spratt
Secretary