

ISOTHERMAL COMMUNITY COLLEGE  
MEETING OF BOARD OF TRUSTEES  
NOVEMBER 9, 1993

The Board of Trustees of Isothermal Community College met on Tuesday, November 9, 1993, in the Management Seminar Room of the Business Education Building. The following trustees were present: Bill Page, Walter Dalton, Frances Spratt, Charles Tucker, Jimmy Tanner, Vivian Watson, Lathelma Becknell, Jervis Arledge, Howard Olson, C. W. McCall, Burtchus Lathan, Gordon Scott, and Trudy Hamilton, Student Government Association. The following staff members were present: Willard Lewis, Dillard Morrow, Catherine Jolley, Bruce Waddingham and Karen Noel. Amy Revis of The Daily Courier was also present. Vice Chairman, Bill Page, called the meeting to order at 5:03 pm.

Welcome New Trustee

Vice Chairman Page welcomed J. Gordon Scott, III to membership on the Board of Trustees.

Administering Oath of Office

Catherine Jolley, Notary Public, administered the Oath of Office to Gordon Scott. Each Trustee's Oath of Office will be kept on permanent file in the Office of the President.

Approval of Minutes

A motion was made by Jervis Arledge, seconded by Vivian Watson, to approve the minutes of the regular meeting of August 17, 1993, and the Called Meeting of September 21, 1993. The motion was unanimously approved.

Resolution of Appreciation and Respect

Vice President Page requested that the administration draft a Resolution of Appreciation and Respect for Mr. Thomas A. Roberts. Mr. Page suggested that a draft of the resolution be mailed to each trustee for their review, and that the resolution be presented at the next meeting for approval and inclusion in the minutes.

Trustee Affairs

The Board of Trustees Operational Manual was distributed to each trustee. (A-1)

President Lewis announced that the Community College Bond Referendum passed on a state-wide basis. Dr. Lewis stated that as a result of this passage, the college is entitled to \$2.7 million dollars in state construction money. The remaining money available to the college, approximately \$2.6 million, would have to be

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matched on a dollar-for-dollar basis with non-state funds. Dr. Lewis asked the board for approval to study and to prepare a report on three facility options. First, the college can go with plans developed years ago for a Continuing Education/Community Cultural Center with a 1,000-seat auditorium. Second, a Continuing Education Center with a 500-seat auditorium. Third, a Continuing Education Center with a lecture hall seating 250. Dr. Lewis stated that this report will include operating and construction costs, the possibility of attracting cultural events, external support needed for such a center, ticket costs, personnel, success rate, etc. A motion was made by Howard Olson, seconded by Walter Dalton, giving the administration permission to pursue additional information and to prepare a report for the board's review. This motion was unanimously approved.

#### Business Affairs

President Lewis announced that Honeywell presented to Isothermal Community College the first year's audit report for the Energy Savings Program on September 16, 1993. Honeywell guaranteed an annual energy savings of \$61,279. The college's actual energy savings costs were \$44,108, leaving a shortfall in savings of \$17,171. Dr. Lewis stated that the continuous cooling of equipment in the High Tech Building did contribute to a portion of the above shortfall. Dr. Lewis further stated that since the college did not inform Honeywell of the necessity to keep the equipment in the High Tech Building at a lower temperature in the beginning, the college will absorb \$7,171. Honeywell has agreed to provide the remaining balance (\$10,000) in services. Dr. Lewis stated that the unapplied balance for the outstanding 1992-93 year shortfall will not extend past June 1, 1994. Any outstanding balance at that time will be paid to Isothermal Community College by check.

President Lewis reported that WLOS-TV approached him several months ago and wanted to locate a News Bureau in the Broadcasting Department at Isothermal Community College. Dr. Lewis stated that WLOS-TV will pay for all installation and cable runs, lights, file cabinets and furniture. In exchange for space, WLOS-TV agrees to give Isothermal Community College \$5,000 in air time, for each year of the agreement, in lieu of rent and utilities. Dr. Lewis further stated that WLOS-TV's bureau staff will work cooperatively with the instructors at Isothermal Community College to enact an internship program and facilitate other projects to enhance the learning experience of Isothermal broadcasting students.

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A motion was made by Walter Dalton, seconded by Frances Spratt, authorizing the administration to use \$35,000 - \$45,000 of old construction funds to supplement county funds in replacing the air handling system and boiler in the swimming pool area. The motion was unanimously approved.

A motion was made by Frances Spratt, seconded by Vivian Watson, to approve budget revisions as presented by Controller Jolley. The motion was unanimously approved.

President Lewis announced that gifts, grants, and donations totaling \$11,173.25 have been received from August 1, 1993 to October 31, 1993. A motion was made by C. W. McCall, seconded by Lathelma Becknell, to approve these gifts and donations. This motion was unanimously approved. (A-2)

A motion was made by Vivian Watson, seconded by Burtchus Lathan, to revise the Community Services Registration Fees Policy. It was recommended that **self-supporting** be added to the present policy. The regulation would read as follows:

Registration fees for Community Service **and Self-Supporting** classes and activities shall typically be set at levels between no charge to a maximum of \$100 unless authorized by the President. Consideration of direct and indirect expenses of operation as well as the target clientele needs will be the primary factors in the determination of registration fees.

The motion was unanimously approved. (A-3)

#### Academic Affairs

President Lewis stated that the North Carolina Board of Nursing announced that the first graduates from the Foothills Nursing Consortium scored 93% on recent licensure exams. Dr. Lewis noted that the state average was 91%. Twenty-seven of the twenty-nine graduates achieved the status of Registered Nurse. The two graduates who were unsuccessful will repeat the exam after review-activities in February, 1994.

President Lewis announced that he is required to furnish the Board a Continuing Education Internal Audit Report indicating our compliance with the self-auditing procedures that was developed for our Continuing Education Division. All internal audit requirements

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have been met or exceeded with the exception of class visitations. In three of four quarters, 99% of the classes were visited rather than the required 100%. In all but one case, the classes not visited were short duration classes and adequate documentation of the class existence is available. (A-4)

A motion was made by C. W. McCall, seconded by Charles Tucker, to approve a new curriculum--T229 Insurance (Technical Specialty). The motion was unanimously approved. (A-5)

A motion was made by Frances Spratt, seconded by Jimmy Tanner, to terminate T033 General Office Technology and T128 Insurance. The motion was unanimously approved.

#### Personnel

President Lewis announced the following personnel matters:

1. Resignation of Frankie McWhorter, Public Information Officer, October 19, 1993;
2. Retirement of Helvi Luckadoo, Bookstore Manager, June 30, 1993;
3. Contracts issued to the following personnel:
  - a. Jim McCammon, Director of Business and Industry Services, September 13, 1993 - June 30, 1994;
  - b. Randy Greene, Director Workplace Literacy, September 1, 1993 - December 31, 1993;
  - c. Sherry Whelchel, Instructor Workplace Literacy, September 1, 1993 - December 31, 1993;
  - d. Bill Buchinsky, Music Director, WNCW Radio, September 1, 1993 - June 30, 1994;
  - e. Mel McCurry, Bookstore Manager, July 1, 1993 - June 30, 1994.

A motion was made by C. W. McCall, seconded by Burtchus Lathan, to approve a contract for Maggie Buchanan, LPN Nursing Instructor, September 1, 1993 - June 30, 1994. This motion was unanimously approved. (A-6)

Dr. Karen Noel announced that Isothermal Community College's Self-Study, an exercise required for re-accreditation by Southern Association of Colleges and Schools, is in full swing now and progress is being made by all committees. The Mission report is being revised after input from the Management Team and the Board of Trustees. Dr. Noel stated that we are now studying other areas of the college in much the same way as we studied Purpose last spring. We are looking at our educational programs, faculty, library,

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student development, financial and physical resources, etc. We are looking at ourselves and what we are doing. We are researching and documenting how the college meets the SACS criteria and developing recommendations and suggestions on what is needed to comply and to improve in the future. We anticipate that there will be additional interviews and questionnaires much like you had last spring in the Mission Study touching on all areas of college operations. Dr. Noel emphasized that the Board of Trustees' comments and input was vital to a successful report.

President Lewis made the following announcements:

1. Thanksgiving Holidays  
November 24, 1993 (Staff leaves at 1 pm)  
November 25, 1993  
November 26, 1993
2. Winter Holidays  
December 21, 1993 (Staff leaves at 1 pm)  
December 22, 1993 - January 2, 1994  
(Staff resumes work on January 3, 1994)
3. Faculty/Staff/Trustee Christmas Luncheon, Rutherfordton Club House, December 13, 1993

President Lewis distributed the past two issues of **The Patriot** to the Board and informed them that the **1993 ICC Sentinel** was available if they would like to have a copy. The trustees were asked to notify Glenda Scruggs if they wished to receive a copy.

The meeting adjourned at 6:06 pm.



CHAIRMAN



SECRETARY