

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
NOVEMBER 8, 1994
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, November 8, 1994, in the Management Seminar Room of the Business Education Building. The following trustees were present: William Page, Chairman; Walter Dalton, Jimmy Tanner, Jervis Arledge, Vivian Watson, Burtchus Lathan, Howard Olson, C. W. McCall, James Hutchins, Gordon Scott, Charles Tucker and Trudy Hamilton, President of the Student Government Association. The following staff members were present: Willard Lewis, Dillard Morrow, Robert Harrison, Catherine Jolley, Karen Noel, Bruce Waddingham and Karen Jans. Amy Tanner of The Daily Courier was also present. Chairman Page called the meeting to order at 5:07 pm.

Approval of Minutes

A motion was made by Jimmy Tanner, seconded by Charles Tucker, to approve the minutes of the regular meeting of August 16, 1994, and the called meeting of October 3, 1994. The motion was unanimously approved.

Chairman's Remarks

Chairman Page asked members to remember Al King in a special way as his health is deteriorating. Jimmy Tanner stated that he had visited Al and that he had expressed his desire to be with the Board and that he wished them well.

Chairman Page stated that he had contacted members of the Executive Committee and they have requested that President Lewis have his portrait made by Mr. Robert Watkins. The portrait will hang in the hallway outside the Office of the President.

Trustee Affairs

Chairman Page reported that the fundraising efforts for the Continuing Education/Conference Center are in progress, commitments are being made and the campaign is going well. Although the Capital Campaign Committee could not make a full pledge report at this meeting, Mr. Page stated that the Campaign Committee is continuing in that effort; they are optimistic and will keep the Board informed as progress is made. Mr. Page stated that if it is necessary to have a called meeting to inform the Board further, he will do so.

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President Lewis reported that brochures and printed materials are in the final stages of development. Also, a video tape is scheduled for completion the latter part of November. Dr. Lewis stated that Dr. Davis met with the faculty and staff in a general meeting, and he reports that the response, on behalf of the faculty and staff, was very positive.

Jervis Arledge, Chairman of the Finance Committee, reported that Jimmy Tanner and Jim Perry will head up the Capital Campaign Committee.

A list of potential areas for naming opportunities was distributed. Dr. Lewis stated that the Board must authorize the use of this list as a fundraising technique. After discussion, a motion was made by Vivian Watson, seconded by C. W. McCall, to authorize the Finance Committee and the Capital Campaign Committee to present these areas to potential donors as naming opportunities for the facility. It was the consensus of the Board that the Capital Campaign Committee has the authority to accept and approve the naming opportunities and report to the full Board. (Attachment 1)

Business Affairs

President Lewis reported that the State Auditors have been on campus for the past month. The auditors found no audit exceptions. The auditors dealt with a couple of minor problems orally, but no written report was necessary. Dr. Lewis stated that the Business Office was to be commended.

President Lewis announced that gifts, grants, and donations totaling \$35,249.75 have been received from August 1, 1994, through October 31, 1994. A motion was made by Jervis Arledge, seconded by Jimmy Tanner, to accept these gifts and donations. The motion was unanimously approved. (Attachment 2)

A motion was made by Burtchus Lathan, seconded by Howard Olson, to approve budget revisions as presented by Controller Jolley. This motion was unanimously approved.

Academic Affairs

President Lewis reported on the regulations and findings of the Isothermal Community College Continuing Education Classes Internal Audit Operating Procedures. Dr. Lewis shared copies of the Summer, 1993, Fall, 1993, Winter 1993-94, and Spring 1994 Accountability and Credibility Results with the Board. (Attachment 3)

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Upon recommendation of the Curriculum Committee, a motion was made by Charles Tucker, seconded by Vivian Watson, to approve the addition of T-236, Plastics Manufacturing Technology. Vice President Robert Harrison reported that this program is currently on application for approval in Raleigh. Dr. Harrison stated that all approvals for new curriculum additions have been placed on temporary hold as a regionalization planning process is being developed. This program will be held until the State Board of Community Colleges takes further action. (Attachment 4)

Personnel

President Lewis made the following announcements:

1. Contracts

- a. Thomas Harvey Whitaker, a former graduate of Isothermal Community College, Gardner-Webb University, and Western Carolina University was hired as Supplemental Instruction Coordinator on September 2, 1994. Mr. Whitaker's contract will run until May 31, 1995. (Attachment 5)
- b. Curtis Vance, Systems Administrator, September 7, 1994 - June 30, 1995.

2. Retirement

Letty Biggerstaff, Secretary to the Development and Public Information Offices will retire effective February 1, 1995.

Other Business

- A. President Lewis announced that the Library is in the process of converting from the Dewey Decimal System to the Library of Congress. The card catalogue will be automated and placed on computer. Library services will be curtailed until January.
- B. Dr. Karen Noel announced that the SACS Visting Team is scheduled to be on campus on March 20-23, 1995. Dr. Noel reported that Dr. Willis N. Holcombe, President of Broward Community College in Fort Lauderdale, Florida has been named Chairman of the Visiting Team. Dr. Noel stated that Dr. Holcombe is a very experienced Chairman. Dr. Holcombe will be on our campus for a preliminary visit on January 10-11, 1995. Dr. Noel stated that Dr. Lewis has appointed a Local

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Arrangements Committee. They will be charged with the responsibility of arranging housing, meals, transportation, reception, secretarial assistance, etc. for a group of 12-15 team members who will be on campus for four days.

- C. Trudy Hamilton, President of the Student Government Association, announced that the State Student Government Association has joined the American Student Association of Community Colleges and is the only state organization in the nation that has been chartered as a whole instead of individual colleges.
- D. President Lewis announced the following:
1. Thanksgiving Holidays
November 23, 1994 (Staff leaves at 1 pm)
November 24, 1994
November 25, 1994
 2. Faculty/Staff/Trustee Christmas Luncheon, Rutherfordton Club House, December 5, 1994. President Lewis invited trustees to attend the luncheon as guests of the college. Further details will be forthcoming.
 3. Winter Holidays
December 20, 1994 (Staff leaves at 1 pm)
December 21, 1994 - January 2, 1995
(Staff resumes work on January 2, 1995)
 4. Martin Luther King, Jr. Holiday - January 16, 1995.

The meeting adjourned.


CHAIRMAN


SECRETARY