

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
MAY 9, 1995
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, May 9, 1995, in the Management Seminar Room of the Business Education Building. The following trustees were present: William Page, Chairman; Walter Dalton, Frances Spratt, Joe Miller, C. W. McCall, Charles Tucker, Jimmy Tanner, Gordon Scott, Jervis Arledge, James Hutchins, Burtchus Lathan, Howard Olson, and Trudy Hamilton, Student Government Association President. The following staff members were present: Willard Lewis, Dillard Morrow, Robert Harrison, Karen Noel, Catherine Jolley, Bruce Waddingham, Helyn Lowery, and Scott Scheer. Amy Revis of The Daily Courier and Mary Lewis were also present. Chairman Page called the meeting to order at 5:03 pm.

Unveiling of Portrait

A portrait of President Lewis, commissioned by the Board of Trustees at the meeting on November 8, 1994, was unveiled by William Page, Chairman and Walter Dalton, First Vice Chairman.

Approval of Minutes

A motion was made by Joe Miller, seconded by Charles Tucker, to approve the minutes of the regular meeting of February 14, 1995. The motion was unanimously approved.

Trustee Affairs

Dr. C. W. McCall, Chairman of the Personnel Committee, reported that the recent presidential evaluation was very positive. Dr. McCall stated that a copy of President Lewis' evaluation will be mailed to the State President in Raleigh.

Mr. Jimmy Tanner reported that the College Capital Campaign was progressing nicely. Mr. Tanner reported that a total of \$9,341,000 has been raised against our goal of \$10.2 million leaving a balance of \$858,655. Mr. Tanner stated that the Campaign Cabinet remains very optimistic about their ability to obtain the remaining funds. Mr. Tanner reported that the Campaign Committee is holding a phon-a-thon during the month of May to raise additional funding. President Lewis reported that \$4,500 was raised during the first two evenings of the phon-a-thon.

President Lewis reported that a Bill seeking the proration of unallocated bond funds to colleges on a prorata basis was passed by the House by 100 to 4. The Senate Appropriations Committee has not acted on the Bill as of this date. Dr. Lewis stated that if the strength of the House vote is any indication, it is likely that that

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will be the way in which we are directed to allocate those funds. Should that be forthcoming, the college would receive approximately \$544,000. Dr. Lewis stated that trustees could correspond with our Senators and ask for their support. Dr. Lewis stated that he would determine the Senate Bill Number and would send that information to the trustees.

President Lewis reported that the Rutherford County Commissioners approved and signed Form DCC3-1. This form states that the county will support the Continuing Education/Conference Center for operation and maintenance costs. Dr. Lewis stated that this approved form allows the college to access funds that were allocated to the college from the state bond referendum. Dr. Lewis stated that the college did not ask the county for any construction funds, only operation and maintenance costs. Dr. Lewis further stated that when the college receives this form from the county, it will be forwarded to Raleigh.

President Lewis announced that the Trustee Bill would modify the terms and conditions of office of the members of the Board of Trustees of Community Colleges. This Bill, as it is written, would eliminate School Board appointments, would change trustee appointments from four to six years in length and put a two year limit on the number of terms a trustee could serve. Dr. Lewis reported that prior to the Trustees meeting, he received notice that this Bill has passed the House in a modified format. In the modified format, the School Board would still retain two appointments and the Board of Trustees would appoint two. The six-year term was eliminated in favor of a four-year term and the cap on the number of repeated terms a trustee could serve was eliminated. (A-1)

President Lewis announced that the ACCT Southern/Northeast Region Breakfast Meeting will be held on June 16, 1995, from 7:00 - 8:00 am in the Magnolia Room of the Omni Hotel at Charleston Place in Charleston, South Carolina. Dr. Lewis stated that those trustees wishing to attend should notify Glenda Scruggs as soon as possible.

Upon recommendation of the Nominating Committee, a motion was made by Jervis Arledge, seconded by Gordon Scott, that the following slate of officers be approved for 1995-96:

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|-------------------|----------------|
| Chairman | Walter Dalton |
| 1st Vice Chairman | Gordon Scott |
| 2nd Vice Chairman | Jimmy Tanner |
| Secretary | Frances Spratt |

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This motion was unanimously approved.

Business Affairs

President Lewis reviewed the Budget Outlook for 1995-96. Dr. Lewis compared 1992 enrollment figures with estimates for 1995. In 1992, the county had 1,383 FTE and a 2,538 head count. In 1995, it is estimated that the college will have 1,193 FTE and a 2,499 head count. The head count dropped 39 but FTE dropped 190. Dr. Lewis stated that the college has approximately the same number of students, but they are taking fewer hours. For the first time, the college has more part-time students than full-time. The changes are due to several factors including the fact that some students are working 12-hour shifts and the days and reporting hours vary making it easier to attend college on a part-time basis. Dr. Lewis further stated that when the unemployment rate in the county is low, enrollment drops because potential students are taking advantage of employment opportunities. Dr. Lewis stated that the college is working on a plan to help us deal with the 12-hour shifts and varying days and hour situations. (A-2)

Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Frances Spratt, to approve the 1995-96 Rutherford County Local Budget request in the amount of \$1,313,245. This request represents an overall increase of 1.3%. A motion was made by Jervis Arledge, seconded by Charles Tucker, to approve the Polk County Local Budget request in the amount of \$82,760. Dr. Lewis stated that we understand that Polk County will be responsible for the roof and skylight replacement, therefore, we are not requesting any funds for capital outlay. These two motions were unanimously approved. (A-3)

A motion was made by Joe Miller, seconded by Gordon Scott, to approve budget revisions as presented by Controller Jolley. The motion was unanimously approved.

President Lewis announced that gifts, grants, and donations totaling \$2,050 have been received from February 1, 1995 to April 30, 1995. A motion was made by Jimmy Tanner, seconded by Joe Miller, to accept these gifts and donations. This motion was unanimously approved. (A-4)

Academic Affairs

President Lewis announced that the Semester System Conversion has been voted on and approved by the State Board of Community Colleges. The primary motivation for converting to the semester

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system is to facilitate a smooth transition for our students as they transfer to four-year institutions in the state. Dr. Lewis stated that under the new system, the colleges will have flexibility in the manner in which they adopt and implement academic calendars. Dr. Lewis further stated that the State Board of Community Colleges expects student and faculty loads to remain about the same after the conversion and that the conversion should not necessitate a reduction in faculty salaries. The projected implementation date is the fall semester of 1997. The summer of 1997 will be used as a transitional period.

Personnel

President Lewis announced the resignation of Priscilla Sheppard, ADN Instructor, on April 23, 1995.

A motion was made by James Hutchins, seconded by Burtchus Lathan, to approve the following leave policy revisions:

1. On December 31, any employee with more than 225 hours of accumulated annual leave shall have the excess accumulation transferred to sick leave so that only 225 hours are carried forward to January 1 of the next calendar year. (G.S. 126-8)
2. An additional holiday has been allocated in recognition of the Martin Luther King National Holiday.
3. An Inclement Weather Or Emergency Leave Policy (Policy I:01:10) has been added
4. A Voluntary Shared Leave Policy (Policy III:01:24) has been added.
5. The crediting and balancing of an employee's leave record is to be done each month. Leave balances are listed on the employee's payroll check each month.

This motion was unanimously approved.

A motion was made by Jimmy Tanner, seconded by Joe Miller, to approve Educational Leave, With Pay, for the following personnel:

1. Timothy Beaver, Math Instructor, May 30, 1995 - August 3, 1995
2. Cindy Martin, PE/Biology Instructor, June - August 1995

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The motion was unanimously approved.

Other Business

Dr. Karen Noel reported that the SACS Visiting Team was on campus in March for four days. The College has received indication that there will be a number of commendations to the institution and a very reasonable number of recommendations. The official report is not yet available but we have indications from an oral exit report and draft materials received since the visit that the official report will be very positive.

Indications are that the college will be recognized for cooperation, support and hospitality, demonstrating commitment to the accreditation process, and conducting a self-study that follows the principals of accreditation by involving personnel from all segments of the college in a very comprehensive analysis. The visiting team expressed appreciation to the college for presenting self-study documents that were well organized and laid out so that they were helpful to the visiting team. There is a special acknowledgement that we are anticipating for going beyond the criteria in making proposals that represent the introspective spirit encouraged by the Southern Association of Colleges and Schools and also for using the results of the self-study process for improvement of the college. Those are all very positive things in the general area of principals and philosophies of the accreditation process that they are indicating we conducted well.

The college is beginning to develop responses to the Visiting Report while it is in draft form to assist in meeting the August due date. The announcement of reaffirmation decisions by SACS Commission on Colleges is scheduled for December 1995 in Atlanta.

President Lewis made the following announcements:

1. Awards Day, May 16, 1995, 12 noon, Library Auditorium
2. Commencement, Tuesday, May 30, 1995, 7:30 pm, Former Governor Robert W. Scott, Speaker
3. Adult High School Graduation, Wednesday, May 31, 1995, 7:30 pm, Mrs. Marion Michalove, Speaker
4. Independence Day - July 4, 1995 - College Closed

The meeting adjourned at 6:04 pm.

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William J. Page
CHAIRMAN

Francis H. Spratt
SECRETARY