

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
MAY 13, 1997

The Board of Trustees of Isothermal Community College met on Tuesday, May 13, 1997, in the Management Seminar Room of the Business Education Building. The following trustees were present: Gordon Scott, Vice Chairman; Bill Page, Jervis Arledge, James Hutchins, Howard Olson, C. W. McCall, Elizabeth Owens, Joe Miller, Theressa Calhoun, Charles Tucker, and Frances Spratt. The following staff were present: Willard Lewis, Dillard Morrow, Catherine Bailey, Robert Harrison, Karen Noel, Bruce Waddingham, and Scott Scheer. Amy Revis from The Daily Courier and Ryan Johnson, a student from R-S Middle School, were also present. Vice Chairman Scott called the meeting to order at 5:04 pm.

Approval of Minutes

A motion was made by Bill Page, seconded by Charles Tucker, to approve the minutes of the regular meeting of February 11, 1997. The motion was unanimously approved.

Trustee Affairs

Mr. Charles Tucker, representing the Personnel Committee, reported that the recent presidential evaluation was very positive. Copies of the president's evaluation were distributed to each trustee. A copy of President Lewis' evaluation will be mailed to the State President in Raleigh as required.

President Lewis reviewed with the Trustees the projected cost of the Continuing Education/Conference Center. Dr. Lewis stated that the base bid was \$10,379,830. The architects had projected the bid to be between \$9.6 and \$9.7 million. Dr. Lewis reported that it is estimated that the College will need an additional \$1.2 million. Potential cost reduction options were then discussed. Dr. Lewis indicated that the theater alternates must be added back if the theater is going to be used effectively. Dr. Lewis stated that at this point, no decisions can be made until the next meeting with the architects which is scheduled for June 2, 1997. (A-1, A-2, A-3, and A-4)

President Lewis reported that the first time the Polk County Construction Project was bid there were no bidders. The project was re-advertised and the project received one bid. The architects for the project estimated that the cost of the project would be \$95.00 per square foot. Bids came in at \$211.00 per square foot--more than 100% over the amount budgeted for the project. Dr. Lewis stated that the plans for the project will have to be redrawn because bids were too high. The project is on hold until we hear from the architect. (A-5)

Isothermal Community College
 Meeting of Board of Trustees
 May 13, 1997
 Page 2

Dr. Morrow reported that the Community College System asked each of the community colleges to complete a Capital Improvement Needs Survey to identify projects which need funding by the System. Dr. Morrow stated that the College felt that the renovation and repair of the current Continuing Education Center is the College's most critical need. Dr. Morrow stated that the estimated cost of the project will be \$600,000. (A-6)

Upon recommendation of the Nominating Committee, a motion was made by Bill Page, seconded by Jervis Arledge, that the following slate of officers be approved for 1997-98:

Chairman	Gordon Scott
First Vice Chairman	Jimmy Tanner
Second Vice Chairman	Bobby England
Secretary	Howard Olson

The motion was unanimously approved.

Business Affairs

President Lewis announced that two preliminary audit exceptions and one preliminary area of concern were noted in the recent FTE Audit. Dr. Lewis stated that the areas of concern have been addressed and appropriate record keeping procedures have been implemented.

Upon recommendation of the Finance Committee, a motion was made by Charles Tucker, seconded by Joe Miller, to approve the 1997-98 Rutherford County Local Budget request in the amount of \$1,142,074. The motion was unanimously approved. (A-7)

A motion was made by Bill Page, seconded by Joe Miller, to approve the Polk County Local Budget request in the amount of \$96,600. This motion was unanimously approved. (A-8)

A motion was made by Howard Olson, seconded by James Hutchins, to approve budget revisions as presented. The motion was unanimously approved.

President Lewis announced that gifts, grants and donations totaling \$12,725 have been received from February 1, 1997 through May 1, 1997. A motion was made by Charles Tucker, seconded by Bill Page, to accept these gifts and donations. The motion was unanimously approved. (A-9)

Isothermal Community College
Meeting of Board of Trustees
May 13, 1997
Page 3

Academic Affairs

Dr. Harrison announced that the most recent activity geared toward semester conversion was a faculty retreat on April 25th. The all day workshop concentrated on redesigning the course syllabi. A follow-up workshop, in connection with N. C. State University, will be held sometime this summer. This workshop will deal with outcome base learning and assessment practices we can incorporate in the classroom. Dr. Harrison reported that the 1997-98 catalogs are scheduled to arrive any day. Dr. Harrison stated that with the redesign of the entire curricula and all the courses contained therein, it is a totally new catalog. The biggest challenge presently facing us is the design of the fall schedule which is complicated by the fact that the software enabling us to design the schedule was not received until approximately two-three weeks ago. It has since that time had 23 corrections because of the "bugs" found in the software. We are currently trying to work through that so it is a major "crunch time."

Dr. Harrison announced that the College is conducting a pilot program in cooperation with Rutherford Hospital in Phlebotomy. The program will begin August 25, 1997, with a completion date of December 19, 1997. Phlebotomy includes two courses which will be delivered in Occupational Education under Continuing Education. The course, which leads to certification, requires a total of 256 contact hours and we anticipate that we will be placing 10-18 Phlebotomist on an annual basis.

Dr. Harrison announced that the Truck Driver Training Program, sponsored by The SAGE Corporation, meets the standards of the Professional Truck Driver Institute of America. The SAGE Corporation has been in training since 1989 and has truck driving training in 17 locations (3 of which are college affiliated). The program, which lasts for 5 weeks, includes 106 hours of classroom work and 44 hours of individual driving time. This program limits the liability of the College since SAGE assumes the major financial responsibility (i.e., insurance, truck & trailer, maintenance, fuel, etc.). (A-10)

President Lewis reviewed the Continuing Education Internal Audit Report and indicated that the College was in compliance with the self-auditing procedures that was developed for our Continuing Education Division. (A-11)

Isothermal Community College
 Meeting of Board of Trustees
 May 13, 1997
 Page 4

Personnel

President Lewis announced the following resignations:

- a. Dan Reed, Program Director, WNCW Radio Station, May 16, 1997
- b. Rick Gilbert, Criminal Justice Instructor, May 31, 1997

A motion was made by Bill Page, seconded by Charles Tucker, to go into executive session to discuss personnel performance and consider contract renewal. Robert Harrison and Glenda Scruggs remained in the meeting upon invitation of the Board.

A motion was made by Joe Miller, seconded by Howard Olson, to return to open session. No action was taken.

Other Business

President Lewis made the following announcements:

- a. Awards Day, May 13, 1997
- b. Commencement, Wednesday, May 28, 1997, 7:30 pm, Gymnasium, The Honorable Walter H. Dalton, North Carolina Senator, Speaker
- c. Adult High School Graduation, Thursday, May 29, 1997, 7:30 pm, Dr. Randy Whitfield, State Director for Adult Education, Community College System, Speaker
- d. Independence Day, July 4, 1997 - **College Closed**

The meeting adjourned at 6:33 pm.


 CHAIRMAN


 SECRETARY