

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
SEPTEMBER 23, 1997
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, September 23, 1997, in the Management Seminar Room of the Business Education Building. The following trustees were present: Gordon Scott, Chairman; Bill Page, Jervis Arledge, Howard Olson, Theresa Calhoun, Warren Carson, Buck Petty, Bobby England, Elizabeth Owens, and James Hutchins. The following staff members were present: Willard Lewis, Dillard Morrow, Robert Harrison, Catherine Bailey, Bruce Waddingham, Fred Bayley, and Scott Scheer. Amy Revis from The Daily Courier was also present. Chairman Scott called the meeting to order at 5:03 p. m.

Approval of Minutes

A motion was made by Howard Olson, seconded by Bill Page, to approve the minutes of the regular meeting of May 13, 1997, with the following amendment:

Page 4, Personnel - Minutes should read: 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, Glenda Scruggs, and Willard Lewis remained in the meeting upon invitation of the Board.

A motion was made by Bill Page, seconded by Jervis Arledge, to approve the minutes of the called meeting of July 3, 1997. These motions were unanimously approved.

Welcome and Administration of Oath of Office

Chairman Scott welcomed Warren Carson and Buck Petty to membership on the Board of Trustees. Catherine Bailey, Controller, administered the Oath of Office to Warren Carson and Buck Petty. Each Trustee's Oath of Office will be kept on file in the Office of the President. James Tanner, a re-appointed member of the Board of Trustees, will receive the Oath of Office at the next meeting.

Trustee Affairs

Chairman Scott announced the following committee appointments for 1997-98: (A-1)

OFFICERS

Gordon Scott
Jimmy Tanner
Bobby England
Howard Olson

Chairman
First Vice Chairman
Second Vice Chairman
Secretary

Isothermal Community College
Meeting of Board of Trustees
September 23, 1997
Page 2

EXECUTIVE COMMITTEE

Gordon Scott, Chairman
Jimmy Tanner

Bobby England
Howard Olson

BUILDING COMMITTEE

Jimmy Tanner, Chairman
Bill Page
James Hutchins
Gordon Scott, Ex Officio

Tony Helton
Elizabeth Owens
Bobby F. England

FINANCE COMMITTEE

Jervis Arledge, Chairman
Bobby F. England
Gordon Scott, Ex Officio

Jimmy Tanner
Joe Miller

GROUNDS CARE AND IMPROVEMENT COMMITTEE

Charles Tucker, Chairman
Tony Helton
Gordon Scott, Ex Officio

Howard Olson
Joe Miller

LONG RANGE PLANNING COMMITTEE

Howard Olson, Chairman
Joe Miller
Gordon Scott, Ex Officio

Bill Page
Jimmy Tanner
James Hutchins

NOMINATING COMMITTEE

Bill Page, Chairman
Gordon Scott, Ex Officio

Theressa Calhoun
Warren Carson

Isothermal Community College
Meeting of Board of Trustees
September 23, 1997
Page 3

CURRICULUM COMMITTEE

Buck Petty, Chairman
Charles Tucker
Joe Miller
Lee Waters, SGA President

Elizabeth Owens
James Hutchins
Bill Page
Gordon Scott, Ex Officio

PERSONNEL COMMITTEE

Jimmy Tanner, Chairman
Gordon Scott, Ex Officio

Charles Tucker
Theresa Calhoun

BY-LAWS COMMITTEE

Bill Page, Chairman
Howard Olson
Gordon Scott, Ex Officio

Jervis Arledge
Elizabeth Owens

An updated list of Trustees with addresses and telephone numbers was distributed. (A-2)

President Lewis announced that the grading had begun on the site of the proposed Continuing Education/Conference Center. Dr. Lewis stated that the official start of construction began September 8, 1997, and that the contract was for 480 calendar days, with an expected completion date of December 31, 1998.

President Lewis announced that the Polk County Foundation pledged \$15,000 toward the construction of a campus classroom addition on the Polk County Campus. The receipt of these additional funds will also enable the college to receive a \$15,000 match from the state. Dr. Lewis stated that bids on the project were originally too high so the project had to be redesigned. Dr. Lewis further stated that with the redesign and the extra funds, the project bids are expected to come in within the \$359,000 budget.

President Lewis reported that all contracts for the dam renovation have been signed and that work is scheduled to begin next week.

Isothermal Community College
Meeting of Board of Trustees
September 23, 1997
Page 4

A motion was made by Bobby England, seconded by Buck Petty, to spend up to \$25,000 of old construction funds to hire a clerk of the works to supervise the construction of the Continuing Education/Conference Center. Dr. Lewis indicated that the cost would be shared by the architect and the college. The motion was unanimously approved.

A motion was made by Jervis Arledge, seconded by Bobby England, to go into executive session to discuss the performance of a particular employee and the renewal of that employee's contract. President Lewis, Catherine Bailey, and Glenda Scruggs remained in the meeting upon invitation of the board. The motion was unanimously approved. A motion was made by Bill Page, seconded by Warren Carson, to return to open session. The motion was unanimously approved. A motion was made by Bobby England, seconded by Howard Olson, to renew the President's contract for a three year period beginning June 1, 1998 and ending May 31, 2001. This motion was unanimously approved. A motion was made by Jervis Arledge, seconded by Warren Carson, to approve the following amendment to the President's Contract:

Page 3, #6: Evaluation: The first sentence should read: At least once a year, the Trustees and Lewis shall meet, in closed session, for the purpose of evaluating the performance of Lewis.

Page 3, # 8: Discharge for Cause: The fifth sentence from the top should read: The hearing shall be conducted in closed session.

The motion was unanimously approved.

Business Affairs

President Lewis announced that the recent financial audit of Isothermal Community College for the year ended June 30, 1996, disclosed no audit exceptions or recommendations.

President Lewis reviewed the State Budgets Over the Years, the Rutherford County Budgets Over the Years, the Polk County Budgets Over the Years, and the 1997-98 Rutherford and Polk County Budget Appropriations with the Board. (A-3, A-4, A-5, A-6, and A-7)

A motion was made by Bill Page, seconded by Warren Carson, to approve the College Budget (DCC 2-1 Form) State, Local and Institutional Budgets and to adopt the appropriate budget resolution for 1997-98. The motion was unanimously approved. (A-8)

Isothermal Community College
Meeting of Board of Trustees
September 23, 1997
Page 5

President Lewis announced that gifts, grants, and donations totaling \$25,156 have been received from May 1, 1997 to August 31, 1997. Dr. Lewis stated that \$10,000 of this amount was a Library Basic Equipment Mini-Grant from the State Library of North Carolina. A motion was made by Jervis Arledge, seconded by James Hutchins, to accept these gifts and donations. This motion was unanimously approved. (A-9)

A motion was made by Bill Page, seconded by Elizabeth Owens, to approve budget revisions as presented by Controller Bailey. The motion was unanimously approved.

Academic Affairs

Each Trustee received a copy of a brochure entitled A Community of Learners. President Lewis stated that students who complete programs at Isothermal Community College are expected to be able to function effectively as contributing citizens of our society. Our programs, regardless of their content areas, are designed to enable graduates to achieve certain competencies. Achieving these competencies requires a twofold commitment involving the satisfaction of certain expectations on the part of both faculty and students. The brochure outlined what students can expect of our faculty and what our faculty expects of students. Dr. Lewis stated that with this mutual commitment to learning on the part of both faculty and students, an exciting partnership will develop and thrive, thus creating a community of learners.

Each Trustee received a copy of the Speakers Bureau and Scholastic Calendar. Dr. Lewis stated that in addition to a calendar listing special events throughout the year, the booklet also contained a list of faculty who are available to speak at civic clubs, seminars, and other public gatherings.

Personnel

President Lewis announced the following resignations:

- a. Judy P. Melton, Practical Nursing Instructor, July 31, 1997
- b. Lisa J. Eppinette, ADN, Foothills Nursing Consortium, August 15, 1997
- c. Edna Ann Silver, Financial Aid/Veterans Affairs Coordinator, September 9, 1997
- d. Mohamed ElGazzar, Electronics Engineering Instructor, September 12, 1997
- e. Jim McCammon, Director of Business and Industry Services, September 19, 1997

Isothermal Community College
Meeting of Board of Trustees
September 23, 1997
Page 6

President Lewis announced the retirement of Aubrey Calton, Business Instructor, May 30, 1997.

A motion was made by Bill Page, seconded by Jervis Arledge, to approve contracts for the following personnel: (A-10)

- a. Robert "Bob" Bidwell, Criminal Justice Instructor, June 16, 1997 - June 30, 1998
- b. William David Warren, Occupational Extension Coordinator, July 1, 1997 - June 30, 1998
- c. April Cline, Practical Nursing Instructor, August 11, 1997 - June 30, 1998
- d. Kelly Grant, ADN, Foothills Nursing Consortium, August 18, 1997 - June 30, 1998
- e. Linda Osbon, Assistant Program Director/Operations, WNCW Radio Station August 1, 1997 - June 30, 1998
- f. Armando Bellmas, Assistant Program Director/Programming, WNCW Radio Station, September 1, 1997 - June 30, 1998

The motion was unanimously approved.

A motion was made by Warren Carson, seconded by Elizabeth Owens, to approve maternity leave for Susan Kennedy, Campus Print Shop Assistant, September 15, 1997 to November 14, 1997. This motion was unanimously approved.

A motion was made by James Hutchins, seconded by Bill Page, to approve the political activity of Bruce Waddingham, seeking election as Councilman to the Town of Spindale and Helyn Lowery seeking re-election as Commissioner to the Town of Forest City. The motion was unanimously approved.

Other Business

President Lewis made the following announcements:

- 1. WNCW Fall Fund Drive - September 26, 1997 - October 3, 1997
- 2. "Grub Day" - October 8, 1997
- 3. Bloodmobile - ICC - November 5, 1997

Isothermal Community College
Meeting of Board of Trustees
September 23, 1997
Page 7

President Lewis announced the board meeting dates for 1998:

Tuesday, February 10, 1998
Tuesday, August 11, 1998

Tuesday, May 12, 1998
Tuesday, November 10, 1998

The next regularly scheduled board meeting will be held on Tuesday, November 11, 1997.

The following materials were distributed:

1. **The Mentor**
2. The Isothermal Insider (June-July and August-September)

President Lewis announced that our college has been asked to have representation at the October 22, 1997, installation of System President Martin Lancaster. The installation will be held at Wayne Community College in Goldsboro, NC. Dr. Lewis requested that if anyone was interested in attending to please let him know immediately so travel arrangements could be made.

Jervis Arledge stated that he felt the Board should be made aware that Dr. Lewis has been named President of the North Carolina Association of Community College Presidents. He is the first president in Isothermal Community College history to have that distinction.

The meeting adjourned at 6:13 p.m.


CHAIRMAN


SECRETARY