

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
FEBRUARY 10, 1998
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, February 10, 1998, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: Gordon Scott, Chairman; Bobby England, James Hutchins, Howard Olson, Elizabeth Owens, Theresa Calhoun, Buck Petty, Warren Carson, James Tanner, Charles Tucker, and Lee Waters, Student Government Association President. The following staff members were present: Willard Lewis, Dillard Morrow, Robert Harrison, Catherine Bailey, Scott Scheer, Donna Harrison, and Jodi O'Brien. 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 James Tanner, seconded by Theresa Calhoun, to approve the minutes of November 11, 1997. The motion was unanimously approved.

Trustee Affairs

President Lewis announced that the building pad for the Continuing Education and Conference Center has recently been released by the soil engineering firm for construction to continue. Dr. Lewis stated that over the past several weeks, the building pad has undergone a surcharge. The pad has been monitored since the surcharge was placed and they have now determined that all settlement has taken place, and the pad is ready for construction. The parking lot has been graded and the general contractor is ready to put curbing down. Rebar for the footings has been fabricated and is on site. Also, a majority of the shop drawings for the structural steel have been released for fabrication. Progress should be more obvious once the surcharge is removed. We are now negotiating the cost of the surcharge removal. This should take a couple of weeks, and will be followed by footings being poured.

President Lewis announced that the dam renovation project is essentially complete with the exception of some grass seeding. The biggest change in the dam is that the 15-inch overflow pipe was replaced by a 30-inch overflow pipe. Final inspection was held on February 9, 1998.

President Lewis announced that the construction bids for the Polk County Campus classroom addition came in on the money. Dr. Morrow stated that depending on how quickly the bids were approved by State Construction, we could have a start date as early as the first of March. Dr. Lewis stated that the total cost of the project, with an alternate storage room, was \$323,400. Dr. Lewis reported that the Polk County Foundation has been very active in raising funds to begin the project and has asked that we approach the architect about replacing the stone on the front of the addition. The original building is faced with field stone and the Polk County Foundation is

Isothermal Community College
Meeting of Board of Trustees
February 10, 1998
Page 2

trying to raise enough money to add field stone to the front of the addition which will enhance the appearance of the building. The fieldstone was originally deleted from the project because of the added expense.

A motion was made by Howard Olson, seconded by Buck Petty, to award a contract to Sherman Construction Company, Inc. for the construction of the addition to the Polk County Campus. The contract is for the base bid of \$305,900 and \$17,500 for Alternate #1 (Storage Room) for a total single prime contract of \$323,400. This motion was unanimously approved. (A-1)

A motion was made by Bobby England, seconded by Howard Olson, to approve revisions to the following sections of the Board of Trustees' Operational Manual: (A-2)

- A. II.205 - Compliance with Civil Rights Act of 1964
- B. V.503 - Activity Fee
- C. Educational Assistance Program (Appendix, Item I)
- D. Facilities Utilization Guidelines (Appendix, Item J)
- E. External Professional Activities (Appendix, Item L)
- F. Continuing Education Classes Internal Audit Operating Procedures (Appendix, Item P)

The motion was unanimously approved.

Business Affairs

President Lewis announced that he had not received the written report concerning the recent FTE Audit but the exit interview with the auditor indicated there were no audit exceptions and only one minor area of concern. Dr. Lewis stated that the auditor was very complimentary of the College.

President Lewis announced that the recent Equipment Audit revealed a .0016% decrease in losses this year. Dr. Lewis stated that he felt the audit was very positive in that only 5 pieces of equipment valued at \$5,625 was missing out of a total inventory of 1,546 pieces valued at \$3,490,066.00. Dr. Lewis reported that the audit letter stated that while the College's losses were not significant when compared to our total inventory, there was still room for improvement in the area of security and control

Isothermal Community College
Meeting of Board of Trustees
February 10, 1998
Page 3

President Lewis announced that an Endowment Fund has been established with the Polk County Community Foundation by Mr. Thomas J. Kofodimos. The Thomas J. Kofodimos Fund will annually benefit students determined to have financial need attending Isothermal Community College Polk County Campus. The College will receive a distribution of approximately \$900 at the end of 1998. This distribution represents the portion of the Fund which has been designated specifically for Isothermal Community College, and an equal portion which Isothermal Community College will receive until such time as there is an Episcopal parochial school in Polk County.

President Lewis announced that gifts, grants, and donations totaling \$32,324.85 have been received from November 1, 1997 through January 31, 1998. A motion was made by James Hutchins, seconded by Charles Tucker, to accept these gifts and donations. The motion was unanimously approved. (A-3)

A motion was made by Howard Olson, seconded by Bobby England, to approve budget revisions as submitted. 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 Spring Quarter, 1997; Summer Semester, 1997; and Fall Semester, 1997, accountability and credibility results with the Board and stated that the College has met or exceeded criteria in all areas. (A-4)

Jodi O'Brien, Supplemental Instruction Coordinator, distributed handouts and gave an informational report on Supplemental Instruction.

Personnel

President Lewis announced the resignation of Steve Sox, General Manager, WNCW Public Radio Station effective February 28, 1998, and the retirement of Mary Burgin, Director of Development, March 1, 1998.

A motion was made by Charles Tucker, seconded by Warren Carson, to approve Letters of Intent for 9-12 month faculty for 1998-99. The motion was unanimously approved. (A-5)

Isothermal Community College
Meeting of Board of Trustees
February 10, 1998
Page 4

A motion was made by Buck Petty, seconded by Howard Olson, to approve a contract for John Harbison, Information Systems/Networking and Programming Instructor, January 1, 1998 through May 17, 1998. This motion was unanimously approved.

Other Business

President Lewis made the following announcements:

- A. Black History Month:
 - 1. Livingstone Concert Choir - Library Auditorium - February 6, 1998 - 7:00 p.m.
 - 2. African American Art Show - Library Lobby - February 10, 1998 - March 15, 1998
 - 3. Becky Stone, Storyteller - Library Auditorium - February 13, 1998 - 11:00 a.m. Sponsored by the Isothermal Cultural Events Committee
 - 4. Dance Workshop - Chuck Davis & The African American Dance Ensemble
- B. Deadline for Eaves Nomination - March 20, 1998
- C. Isothermal Challenge Championship - March 23, 1998
- D. ICC Golf Tournament, Apple Valley - March 25, 1998
- E. Spring Holidays for Staff - April 10 and April 13, 1998
- F. Spring Holidays for Faculty and Students - April 10 - April 17, 1998

The meeting was adjourned at 6:05 p.m.


CHAIRMAN


SECRETARY