

ISOTHERMAL COMMUNITY COLLEGE  
MEETING OF BOARD OF TRUSTEES  
MAY 12, 1998  
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, May 12, 1998, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: Gordon Scott, Chairman; Jimmy Tanner, Jervis Arledge, Bill Page, Theressa Calhoun, Bobby England, Tony Helton, Howard Olson, Charles Tucker, Warren Carson, "Buck" Petty, Elizabeth Owens, and James Hutchins. The following staff members were present: Willard Lewis, Dillard Morrow, Catherine Bailey, Karen Noel, Robert Harrison, Bruce Waddingham, DeLane Davis, and Scott Scheer. Mr. Robert Yelton, College Attorney, and James Lewis, with The Daily Courier, was also present. Chairman Scott called the meeting to order at 5 p.m.

Approval of Minutes

A motion was made by Jimmy Tanner, seconded by Bill Page, to approve the minutes of the regular meeting of February 10, 1998. The motion was unanimously approved.

Trustee Affairs

A motion was made by Jervis Arledge, seconded by Tony Helton, to go into closed session, to discuss potential litigation with the College Attorney. Willard Lewis, Dillard Morrow, DeLane Davis, and Glenda Scruggs remained in the closed session upon invitation of the Board.

A motion was made by Bill Page, seconded by Jervis Arledge, to return to open session. Chairman Scott announced that the trustees discussed potential litigation and that no action was taken.

Jimmy Tanner, Chairman of the Nominating Committee, reported that the Nominating Committee voted that Jervis Arledge be recommended to the Rutherford County Board of Education as a candidate to fill the vacancy created by the forthcoming retirement of Bill Page, and that James Hutchins be recommended to the Governor for appointment to a second term.

Upon recommendation of the Nominating Committee, a motion was made by Tony Helton, seconded by Warren Carson, that the following slate of officers be approved for 1998-99:

Chairman	Gordon Scott
1 <sup>st</sup> Vice Chairman	James Tanner
2 <sup>nd</sup> Vice Chairman	Bobby England
Secretary	Howard Olson

The motion was unanimously approved.

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A motion was made by Warren Carson, seconded by Charles Tucker, to go into closed session to discuss a personnel matter. Willard Lewis and Glenda Scruggs remained in the closed session upon invitation of the Board.

A motion was made by Bill Page, seconded by James Hutchins, to return to open session.

Jimmy Tanner reported that the recent presidential evaluation was very positive with President Lewis scoring above average to superior in all areas. A copy of President Lewis' evaluation will be mailed to State President Martin Lancaster in Raleigh.

President Lewis announced that substantial progress is being made on the construction site with the pouring of concrete footings and the arrival of steel. The construction due date originally projected for December 31, 1998, has been changed to a mid-May date in 1999. Dr. Lewis stated that he felt that the College will not occupy that building until August, 1999. President Lewis distributed a hand-out listing the alternates which were not included in the contract negotiations but are certainly necessary to fully equip the new facility. Dr. Lewis stated that of the \$712,340 still needed, \$350,000 has already been raised leaving a balance of \$362,340.

Dr. Dillard Morrow reported that contracts have been signed and received by the contractor, in charge of the Polk County construction project, and mobilizing will begin this week.

President Lewis announced that the review of our Mission Statement stems from the SACS Study which was held on our campus a few years ago, the Pew roundtable discussions, and the College's decision to become a learning-centered institution. When the College made the commitment to become learning-centered, we made a philosophical change which rendered our current Mission Statement out-of-date. An on-campus audit affirmed the belief that the Mission Statement should be reviewed. Dr. Karen Noel reported that the Mission Review Committee's purpose is to capture the "heart" of our College and to have that statement in the forefront of everything that we do. The Committee, chaired by Dr. Harrison, has a trustee, a student and several College employees as members. In developing the new mission statement, the committee focused on three key components: 1) **Purpose**: our core business; 2) **Values**: the principles which guide us in how we operate and help us judge the correctness of our actions; and 3) **Vision**: what we hope to become well into the future. Dr. Noel stated that the Mission Review Committee is half through the process and hopes to submit a draft of the Mission Statement later this year for college-wide discussion and for Board of Trustee review and approval.



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A motion was made by Bill Page, seconded by Tony Helton, to draft a Resolution of Appreciation and Respect for Joe Miller who served as a trustee for 22 years and for Frances Spratt who served as a trustee for 19 years. The motion was unanimously approved.

A motion was made by Jervis Arledge, seconded by Bill Page, to confirm and ratify action taken by telephone regarding the renovation of the Continuing Education Building as part of the master facility plan. Dr. Lewis stated that since this is a renovation and the county is currently providing operating funds, no additional operating funds will be needed. This motion was unanimously approved.

President Lewis distributed and discussed the North Carolina Community College System's budget. A motion was made by Howard Olson, seconded by Bill Page, endorsing the System's budget as presented. The motion was unanimously approved. (A-1)

A motion was made by Buck Petty, seconded by Bobby England, to draft a letter to the North Carolina Association of Community College Trustees certifying that James T. Tanner is qualified, through years of experience, to be a trustee and therefore does not need to attend an orientation session for new trustees as required by the Legislature. The motion was unanimously approved.

#### Business Affairs

President Lewis announced that the College received a letter from the Office of the State Auditor indicating that the results of the recent FTE Audit disclosed no instances of noncompliance and no material weaknesses in internal control. Dr. Lewis indicated that there was one minor area of concern where funds were not being turned into the Business Office in a timely manner. Dr. Lewis stated that all departments have been notified that all funds collected are to be deposited no later than the next business day following the date of collection.

Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Buck Petty, to approve the 1998-99 Polk County Budget request in the amount of \$101,170. The motion was unanimously approved. (A-2)

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Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge , seconded by Bobby England, to approve the 1998-99 Rutherford County Budget request in the amount of \$1,143,382. This request is an increase of \$123,382 (or 12.1%) over the 1997-98 allocation. The motion was approved with Tony Helton dissenting. (A-3)

A motion was made by Jimmy Tanner, seconded by Theresa Calhoun, to approve the write-off of returned check charge-offs in the amount of \$187.97. The motion was unanimously approved. (A-4)

A motion was made by Warren Carson, seconded by Buck Petty, to approve the write-off of accounts receivable charge-offs in the amount of \$792.57. The motion was unanimously approved. (A-5)

President Lewis announced that gifts, grants, and donations totaling \$9,964.95 have been received from February 1, 1998 through April 30, 1998. A motion was made by Jervis Arledge, seconded by Warren Carson, to accept these gifts and donations. The motion was unanimously approved. (A-6)

A motion was made by Warren Carson, seconded by Buck Petty, to approve budget revisions as presented. This motion was unanimously approved. (A-7)

#### Academic Affairs

A motion was made by Charles Tucker, seconded by Warren Carson, to approve the Cooperative Agreement between Isothermal Community College and the Polk County Board of Education to offer college credit courses to qualified high school students. The purpose of this agreement is to enhance vocational, technical, and college transfer options and tech-prep efforts. This motion was unanimously approved. (A-8)

A motion was made by Jimmy Tanner, seconded by James Hutchins, to approve the Cooperative Agreement between Isothermal Community College and the Rutherford County Board of Education to offer college credit courses to qualified high school students in Rutherford County. The motion was unanimously approved. (A-9)



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A motion was made by Tony Helton, seconded by Bobby England, to approve the addition of the following two concentrations in already approved programs:

1. Business Administration - Banking and Finance (A2512A)
2. Office Systems Technology - Medical (A2536B)

The motion was unanimously approved.

Personnel

President Lewis announced the resignation of John Harbison, Information Systems/Networking and Programming Instructor, effective May 17, 1998.

President Lewis announced the retirement of the following personnel:

1. Vivian Sitton, Coordinator, Individualized Instruction Center, effective June 1, 1998
2. Steve Chrisman, Business Sciences Instructor, effective July 1, 1998

President Lewis announced that a contract has been issued to Jill Scott, Director of Business and Industry Services, March 30, 1998 through June 30, 1998. (A-10)

A motion was made by James Hutchins, seconded by Howard Olson, to approve Summer Educational Leave for the following personnel:

1. Elizabeth Watson, Developmental English Instructor, May 18, 1998 through June 19, 1998 and June 26, 1998 through July 24, 1998
2. Dale Gaddis, Math Instructor, June 1, 1998 through August 7, 1998

This motion was unanimously approved.

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Other Business

President Lewis made the following announcements:

1. Commencement, Wednesday, May 13, 1998, 7:30 p.m., Gymnasium,  
Dr. John W. Bardo, Chancellor of Western Carolina University, Speaker
2. Adult High School/GED Graduation, Thursday, May 14, 1998, 7:30 p.m.,  
Ms. Beverly Shuford, Speaker
3. Summer Registration - May 18, 1998
4. Independence Day, July 3, 1998 - **College Closed**
5. Board of Trustees' Meeting - August 11, 1998

President Lewis distributed a booklet entitled, "**Community College Laws of North Carolina**" to each trustee.

Chairman Scott stated that he was disappointed that Bill Page had to leave early because he wanted to express his appreciation to him for his dedicated service to the Board of Trustees over the past eleven years. Bill has been a member of the Board since 1987 and has served on many important committees as well as the chairmanship of the Board.

The meeting adjourned at 6:47 p.m.

  
CHAIRMAN

  
SECRETARY