

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
FEBRUARY 9, 1999

The Board of Trustees of Isothermal Community College met on Tuesday, February 9, 1999, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: Gordon Scott, Chairman; James Tanner, Jervis Arledge, Bobby England, Theresa Calhoun, James Hutchins, Philip Byers, Tony Helton, Zeno Hawkins, Charles Tucker, Buck Petty, and John Stroud, Student Government Association President. The following staff members were present: Willard Lewis, Dillard Morrow, Robert Harrison, Catherine Bailey, Karen Noel, Fred Bayley, and Scott Scheer. James Lewis 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 James Hutchins, to approve the following corrections to the minutes of May 12, 1998 and September 24, 1998:

May 12, 1998 — 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. The minutes should have stated **Financial Audit**, not FTE Audit.

September 24, 1998 — President Lewis announced that the recent **Financial Audit** of Isothermal Community College for the year ended June 30, 1997, disclosed no audit exceptions or recommendations. The minutes should have stated **FTE Audit**, not Financial Audit.

The motion was unanimously approved.

A motion was made by Jervis Arledge, seconded by James Hutchins, to approve the minutes of the regular meeting of November 17, 1998. The motion was unanimously approved.

Welcome and Oath of Office

Chairman Scott welcomed Zeno Hawkins to membership on the Board of Trustees and Catherine Bailey, Controller, administered the Oath of Office. Mr. Hawkins' Oath of Office will be kept on file in the Office of the President.

Trustee Affairs

James Tanner, Chairman of the Personnel Committee, reported on the joint meeting of the Personnel and Finance Committees that was held on February 3, 1999. Mr. Tanner stated that the purpose of the meeting was to discuss salaries of College maintenance personnel in

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relationship to county employees in similar positions. Mr. Tanner further stated that both the Finance Committee and the Personnel Committee agreed that this was a worthwhile objective and they would strive to remedy the salary disparity as quickly as possible.

Dr. Dillard Morrow announced that the Continuing Education and Conference Center was approximately 70 percent complete and the brick work is approximately 90 percent complete. Dr. Morrow stated that the seating layout received last week will be approved in the next week or so. The glass for the front of the building is en route and will be installed next week. The roof has been completed on the Continuing Education section and, once the glass is installed, the heat can be turned on. The completion date is still scheduled for May 17th but it will probably not be completed before July.

Dr. Morrow reported that the addition of a number of change orders prevented the completion of the Polk County project in December. The addition is scheduled to be completed next month.

An updated list of Trustees with addresses and telephone numbers and an updated list of committee appointments were distributed. (A-1, A-2)

Business Affairs

President Lewis announced that the recent financial audit of Isothermal Community College for the year ended June 30, 1998, disclosed no instances of noncompliance and no material weaknesses in internal control which required disclosure. (A-3)

President Lewis announced that the recent program audit, for the review period Spring, 1997 through Spring, 1998, disclosed no audit exceptions or areas of concern. The audit letter stated that college personnel responsible for the maintenance of both curriculum and continuing education records should be commended for the accuracy and order of their record keeping system. (A-4)

President Lewis announced that, for the first time, the Division of Purchase and Contract conducted a review of Isothermal Community College's purchasing procedures and records to evaluate the performance of the agency under the terms of delegation granted by the Department of Administration. Dr. Lewis reported that the report praised the College for having an excellent internal procedures manual; however, on the last page of the report, it was recommended that Isothermal Community College expand its internal procedures manual to incorporate more particular types of purchases. Since there seemed to be a contradiction, the college contacted Mr. Ed Little, Chief of Purchasing, who stated that after thorough review of the compliance file

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for Isothermal Community College, it has been determined that the recommendation can be deleted as no basis could be found to solidify this statement.

State System's Budget

President Lewis reviewed the Community College System's Budget. In so doing, he noted that there is a serious revenue shortfall projected making the funding of the budget highly questionable. He urged board members to look at the list as a statement of need while recognizing that all facets could not be funded. Encouragement should be given to enrollment growth and instruction and support capability if at all possible.

President Lewis announced that gifts, grants, and donations totaling \$34,820.95 have been received from November 1, 1998 through January 31, 1999. A motion was made by Charles Tucker, seconded by Tony Helton, to accept these gifts and donations. This motion was unanimously approved.

A motion was made by James Tanner, seconded by James Hutchins to approve the budget revisions as proposed. The motion was unanimously approved.

Academic Affairs

Fred Bayley, Director of Continuing Education, reported on the Alternative High School Program. Mr. Bayley stated that 366 students have enrolled since the program started in March 1996. Fifty percent have graduated with the majority completing their requirements through the public school system. The typical student takes one course while they are currently enrolled in their high school. Students can enroll only with written permission of a parent, the high school counselor, the high school principal, and the superintendent. Benefits of the program are:

- Students have an alternative course of action when they fall behind in their high school studies.
- Resources are shared between the public school system and the college.
- There is a smooth transition from the Alternative program into the Adult High School Program for students who are unable to continue in the Alternative Program or public school.
- Students work in an adult environment.
- There are very few discipline problems. (A-8)

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Fred Bayley reported that North Carolina has new legislation that reflects a coordinated statewide effort to motivate and encourage students to complete high school. The revocation of a student's driving permit or license will result if a student is unable to maintain adequate academic progress or drops out of school. The law came into effect August 1, 1998. The new legislation is directed to all students under the age of 18 who are eligible for a driving permit or license. This includes public school, federal school, home school, private school, and community college students. To obtain a permit or license a student must be issued a Driving Eligibility Certificate. A Driving Eligibility Certificate certifies that the student has demonstrated adequate progress in school by attending class for a minimum of sixty hours per month for a period of six consecutive months and one of the following:

- passed two GED tests if enrolled in GED
- passed two adult high school courses if enrolled in the Adult High School Program
- demonstrated progress at the end of each six month period by increasing scores on each subsequent standardized test or made progress as documented by teacher assessment if enrolled in Adult Basic Education or English as a Second Language

The Division of Motor Vehicles will Not issue a driver's permit or license without a Driving Eligibility Certificate.

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, Summer Semester, and Fall Semester, 1998, accountability and credibility results with the Board and stated that the College has met or exceeded criteria in all areas. (A-9)

A motion was made by Tony Helton, seconded by Bobby England, to approve the **Continuing Education Self-Supporting Policy**. Registration fees for self-supporting courses will be set to cover the direct and indirect costs of the program as well as provide for a reserve. The direct costs include instructor costs, instructional supplies, rental costs, marketing, equipment, and other costs associated with the support of the program. Indirect costs include utilities, security, clerical, and other costs associated with the support of the program. A reserve would be generated and maintained from income exceeding direct and indirect costs. This reserve could be used for holding a 20% - 40% reserve of the annual operating budget, replacement and addition of equipment, program improvement, and other costs that provide direct benefit to the students. This policy replaces the Community Services and Self-Supporting Registration Fee Policy passed November 9, 1993. This motion was unanimously approved. (A-10)

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Personnel

President Lewis presented the following information:

1. Resignation - Susan McCallister, Campus Print Shop Manager, December 31, 1998
2. Retirement - Lillian Silvers, Continuing Education Secretary, effective January 29, 1999, with 18 Years of State Service
3. Jill Scott, Director of Customized Training and Development, Leave Without Pay, January 25, 1999 through April 25, 1999
4. Contracts for the following staff personnel: (A-11)
 - a. Alan Metcalf, Supplemental Instruction Coordinator, January 4, 1999 through May 16, 1999
 - b. Russell Wicker, Director of Performing Arts and Conference Center, January 11, 1999 through June 30, 1999

A motion was made by Philip Byers, seconded by Charles Tucker, to approve the contract of Kim Gold, Economics/Business Management Instructor, January 4, 1999 through May 16, 1999. The motion was unanimously approved. (A-11)

A motion was made by Philip Byers, and seconded to approve the Letters of Intent for 9-12 month faculty for 1999-2000. The motion was unanimously approved. (A-12)

Other Business

President Lewis made the following announcements:

1. February - Black History Month
 - a. February 5, 1999 - Talentfest, Library Auditorium, 7:00 p.m.
 - b. February 12, 1999 - U.S.C.-Spartanburg Gospel Choir, 7:00 p.m.
2. Deadline for Eaves Nominations - March 5, 1999
3. Isothermal Challenge Championship - March 22, 1999, Library Auditorium, 6:30 p.m.
4. ICC Golf Tournament, Apple Valley - March 24, 1999
5. Spring Holidays for Staff - April 2 and April 5, 1999
6. Spring Holidays for Faculty and Students - April 2 - April 9, 1999
7. Board of Trustees' Meeting - Tuesday, May 11, 1999
8. ICC Graduation - May 12, 1999 - 7:30 p.m.

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- 9. ICC Adult High School Graduation - May 13, 1999 - 7:30 p.m.

A motion was made by Buck Petty, seconded by Bobby England, to retain the tape recordings of board meetings for future review for a period of one rolling year. The motion was unanimously approved.

The meeting adjourned at 6:00 p.m.


CHAIRMAN

SECRETARY