

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
MAY 11, 1999
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, May 11, 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, Warren Carson, and Elizabeth Owens. The following staff members were present: Willard Lewis, Dillard Morrow, Robert Harrison, Catherine Bailey, Fred Bayley, Bruce Waddingham, Russell Wicker, and Scott Scheer.

The following members of the TALC Leadership Committee were present: Myra Johnson, Chair; Pat Harris, Nancy Womack, Rhonda Davis, Glenda Scruggs, Eric Miller, Karen Jones, Cindy Martin, and Bill McDaniel. Elizabeth O'Donovan from The Daily Courier was also present. Chairman Scott called the meeting to order at 5:00 p.m.

Approval of Minutes

A motion was made by James Hutchins, seconded by Theresa Calhoun, to approve the minutes of the regular meeting of February 9, 1999. The motion was unanimously approved. A motion was made by Bobby England, seconded by James Hutchins, to approve the minutes of the called meeting of March 18, 1999. The motion was unanimously approved.

Trustee Affairs

President Lewis announced that the North Carolina Association of Community College Trustees will be conducting a Celebration with current and former Trustees, Presidents, and State Board Members on June 4, 1999 at Guilford Technical Community College. Dr. Lewis asked for those Trustees interested in attending this event to contact Glenda Scruggs as soon as possible.

Dillard Morrow reported that the Continuing Education facility is still on schedule for completion by the end of July. The first or second week in August has been scheduled for the completion of the entire project.

Dr. Morrow stated that the punch list was completed, on the Polk County addition, two weeks ago and the project should be completed by May 17, 1999.

A motion was made by Jervis Arledge, seconded by Zeno Hawkins, to go into closed session to discuss a personnel matter. Willard Lewis remained in the closed session upon invitation of the Board.

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In 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.

Chairman Scott reported that the Executive Committee met on April 27, 1999, to review the Performing Arts and Conference Center Fee Schedule and the Performing Arts and Conference Center Policies on Governing Alcohol Consumption. Upon recommendation of the Executive Committee, a motion was made by Tony Helton, seconded by Warren Carson, to approve the fee schedule for the Performing Arts and Conference Center as presented. The motion was unanimously approved. (Attachment)

Upon recommendation of the Executive Committee, a motion was made by Bobby England, seconded by Warren Carson, to approve the following policy:

PERFORMING ARTS AND CONFERENCE CENTER
Policies Governing Alcohol Consumption

The following policies are provided to specifically define the rules governing the consumption of alcoholic beverages within the confines of the premises occupying the second and third levels of the building known as the Performing Arts and Conference Center at Isothermal Community College, hereafter referred to as "The Center."

1. At no time will malt beverages be served at any public or private function held at the Center.
2. Any function involving the consumption of alcoholic beverages will do so within the legal guidelines laid forth under the laws of Rutherford County and its applicable townships, and pursuant to the laws set forth by the State of North Carolina under Section 18B-1001 and Section 18B-1002 of the Alcoholic Beverage Control Laws.
3. The Center requires the presence of a sworn law officer (at Lessor's expense) at any activity where alcohol is present and the number of attendees exceeds fifty.

This policy was unanimously approved.

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Upon recommendation of the Nominating Committee, a motion was made by Jervis Arledge, seconded by Phillip Byers, that the following slate of officers be approved for 1999-2000:

| | |
|-------------------------------|-----------------|
| Chairman | James Tanner |
| 1 st Vice Chairman | Bobby England |
| 2 nd Vice Chairman | Elizabeth Owens |
| Secretary | Warren Carson |

The motion was unanimously approved.

Business Affairs

Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Bobby England, to approve the 1999-2000 Rutherford County Budget request in the amount of \$1,282,233. This request represents a 19.9% increase over last year's allocation. Mr. Arledge stated that this request includes funds to help reduce the difference between what the maintenance staff earns and what the county paid maintenance employees receive. In addition to the current staff, two additional positions have been added in the custodial area and one in security. The custodial positions are for the new building. Mr. Arledge further stated that the new facility accounts for approximately 68% of the increase in the current expense request. In the capital outlay portion of the budget, a new telephone system accounts for 70% of the capital outlay request. Mr. Arledge stated that County Commissioners have been advised since the construction of the building was approved that the cost to maintain the new facility would be approximately \$150,000. The 1999-2000 budget request calls for a \$135,000 request to maintain the facility. Mr. Arledge reported that that amount is \$15,000 less than the College had anticipated. Mr. Arledge stated that in evaluating the budget request, it should be noted that without the new facility and the salary increases, the total budget request would change from a 19.9% increase to a 2.9% decrease. This motion was unanimously approved. (Attachment)

Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Warren Carson, to approve the 1999-2000 Polk County Budget request in the amount of \$101,630 in Current Expense and \$106,630 in Capital Outlay. The motion was unanimously approved. (Attachment)

President Lewis stated that he had received word that the Polk County Commissioners had met and the Commissioners had reduced the College's budget from \$89,769 for 1998-99 to \$80,000 for 1999-2000. Dr. Lewis stated that that figure represents an 11% decrease in the budget when

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the square footage, at the Polk Campus, has increased by approximately 12% - 15%. Dr. Lewis stated that he plans to meet with the Polk County Commissioners on May 17th to discuss our budget situation.

Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Bobby England, to use old construction funds, in the amount of \$55,608.30, to wire the new building for the telephone system. The motion was unanimously approved.

Jervis Arledge reported that the Town of Forest City has requested Easement of Right of Way for two pieces of property. Both of these easements pertain to a sewer line which runs along a creek which extends in a westerly direction from US Highway 74A (just north of the highway intersection with Oak Street). The Town of Forest City has been maintaining this sewer line since it was put in service; therefore, the assignment will only document what has transpired over the years. Dr. Morrow reported that he had contacted the College Attorney and that he had advised us that it would be in our best interest to grant these easements and suggested that we add the following statement: **Section 2 Acceptance (b) agrees to maintain and repair the sewer line that is contained within such easements.** A motion was made by Jervis Arledge, seconded by Elizabeth Owens, to grant the Easement of Right of Way to the Town of Forest City. The motion was unanimously approved. (Attachment)

President Lewis announced that gifts, grants, and donations totaling \$17,209 have been received from February 1, 1999 through April 30, 1999. A motion was made by Tony Helton, seconded by Elizabeth Owens, to accept these gifts and donations. The motion was unanimously approved. (A-5)

A motion was made by Tony Helton, seconded by Theresa Calhoun, to approve budget revisions as presented. This motion was unanimously approved.

Academic Affairs

The TALC Leadership Committee presented a synopsis of events that have taken place in learning initiatives over the past academic year and announced upcoming events that support the College's continuing focus on learning. The following co-chairs spoke on activities related to their task force:

Myra Johnson
 Bill McDaniel
 Rhonda Davis

Chair, Leadership Committee
 Co-Chair, Professional Development - Faculty
 Co-Chair, Professional Development - Staff

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Nancy Womack
Eric Miller
Karen Jones

Co-Chair, Assessment
Co-Chair, Technology
Co-Chair, Processes

Personnel

President Lewis announced the retirement of the following personnel:

1. Fay Bedell, Retention Coordinator, July 1, 1999, with 22 years of service
2. Bobby Hodge, Security Guard, July 1, 1999, with 12 years of service
3. Eula Mae Twitty, Custodian, July 1, 1999, with 11 years of service
4. Linda Bridges, Library Technician, August 1, 1999, with 30 years of service
5. Frances Haney, Business Sciences Instructor, August 1, 1999, with 31 years of service
6. Dillard Morrow, Vice President for Administration, July 1, 1999 or August 1, 1999, with 39 years of service

President Lewis announced the resignation of Jill Scott, Director of Customized Training and Development, April 30, 1999.

A motion was made by Warren Carson, seconded by Philip Byers, to go into closed session to discuss a personnel issue. President Lewis and Glenda Scruggs remained upon invitation of the Board. A motion was made by Jervis Arledge, seconded by Warren Carson, to return to open session.

President Lewis announced that a contract has been issued to Faith Proctor, Counselor, May 17, 1999 through June 30, 1999 (A-6)

A motion was made by Warren Carson, seconded by Philip Byers, to approve Summer Educational Leave, With Pay, for the following personnel:

1. Deborah Rogers, LPN Instructor, May 17, 1999 through June 21, 1999
2. Barbara Peterson, English Instructor, June 15, 1999 through June 19, 1999

This motion was unanimously approved.

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Other Business

President Lewis made the following announcements:

1. Commencement, Wednesday, May 12, 1999, 7:30 p.m., Gymnasium, Dr. Dillard L. Morrow, Vice President for Administration, Isothermal Community College, Speaker
2. Adult High School/GED Graduation, Thursday, May 13, 1999, 7:30 p.m., Gymnasium, Ms. Lucille Dalton, Chair - Rutherford County Board of Education, Speaker
3. Summer Registration - May 17, 1999
4. Summer Operation Hours for College beginning May 31, 1999 (Hours: 7:30 a.m. until 4:30 p.m. with 45 minutes for lunch) (College will close at 12 noon on Fridays)
5. Independence Day, July 5, 1999 - **College Closed**
6. Board of Trustees' Meeting - August 10, 1999, 5 p.m.

President Lewis distributed the new **College Catalog and The Patriot** to each trustee.

Chairman Scott reported that Howard Olson's term on the Board expires June 30, 1999, and that he has elected not to seek re-appointment. Chairman Scott expressed his appreciation for Mr. Olson's dedicated service to the Board of Trustees over the past ten years. Mr. Olson has served on many important committees as well as Secretary to the Board.

The meeting adjourned at 6:43 p.m.


CHAIRMAN

SECRETARY