

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
SEPTEMBER 7, 1999
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, September 7, 1999, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: Jimmy Tanner, Gordon Scott, Jervis Arledge, Elizabeth Owens, Theresa Calhoun, Bobby England, Sue Cochran, Warren Carson, James Hutchins, Philip Byers, Charles Tucker, Zeno Hawkins and John Stroud, Student Government Association President. The following staff members were present: Willard Lewis, Catherine Bailey, Robert Harrison, John Condrey, Bruce Waddingham, Karen Noel, Fred Bayley, Russell Wicker and Scott Scheer. Vice-Chairman Bobby England called the meeting to order at 5:00 p.m.

Approval of Minutes

A motion was made by Jervis Arledge, seconded by Gordon Scott, to approve the minutes of the regular meeting of May 11, 1999, and the called meeting of July 13, 1999. The motion was unanimously approved.

Oath of Office

Catherine Bailey, Notary Public, administered the Oath of Office to James T. Tanner who was appointed by the Rutherford County Board of Education. Mr. Tanner's Oath of Office will be kept on file in the Office of the President. Following the administration of the Oath of Office, the meeting was turned over to Chairman, James Tanner, who presided over the remainder of the meeting.

Chairman's Remarks

Chairman Tanner stated that the Executive Committee of the Board met on July 26, 1999, to discuss the major thrusts of the College for the coming year. The following issues were discussed:

- 1 . Restructure the Isothermal Community College Foundation to become active in fund raising to support the many activities in which the College is now involved.
2. Board Retreat to be held at the new facility on Saturday, October 30, 1999, from 8:30 - 12 noon. Russell Wicker will conduct a tour of the new facility and the Team for the Advancement of a Learning College (TALC) will make a presentation on a learning college versus a teaching college.
3. Planning sessions to review and discuss the College's goals and objectives.

Trustee Affairs

Mr. Tanner announced the following committee appointments for 1999-2000. Mr. Tanner stated that all of the committee chairs have been contacted and have agreed to serve:

OFFICERS

Jimmy Tanner	Chairman
Bobby England	First Vice Chairman
Elizabeth Owens	Second Vice Chairman
Warren Carson	Secretary

EXECUTIVE COMMITTEE

Jimmy Tanner, Chairman	Bobby England
Elizabeth Owens	Warren Carson
Gordon Scott, Past Chairman	

FACILITIES COMMITTEE
(Replacing Building/Grounds Committee)

Bobby England, Chairman	Zeno Hawkins
Philip Byers	Sue Cochran
Jimmy Tanner, Ex Officio	Charles Tucker

SUBCOMMITTEE FOR ARTS

Elizabeth Owens, Chairman	Bobby England
Gordon Scott	Warren Carson
Jimmy Tanner, Ex Officio	

FINANCE COMMITTEE

Jervis Arledge, Chairman	Tony Helton
Bobby England	Elizabeth Owens
Jimmy Tanner, Ex Officio	

LONG RANGE PLANNING COMMITTEE

James Hutchins, Chairman
Theressa Calhoun
Jimmy Tanner, Ex Officio

Buck Petty
Warren Carson

NOMINATING COMMITTEE

Gordon Scott, Chairman
Warren Carson
Jimmy Tanner, Ex Officio

Bobby England
Jervis Arledge

CURRICULUM COMMITTEE

Buck Petty, Chairman
James Hutchins
Jimmy Tanner, Ex Officio

Theressa Calhoun
Zeno Hawkins
SGA President

PERSONNEL COMMITTEE

Elizabeth Owens, Chairman
Theressa Calhoun
Jimmy Tanner, Ex Officio

Charles Tucker
Philip Byers

BY-LAWS COMMITTEE

Jervis Arledge, Chairman
Jimmy Tanner, Ex Officio

Tony Helton
Elizabeth Owens

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

The trustees reviewed the proposed Non-Exclusive Catering Services Agreement for the Performing Arts and Conference Center. After discussion and minor revisions, a motion was made by Jervis Arledge, seconded by Bobby England, to approve the proposed Agreement pending final review by the College attorney. The motion was approved with Gordon Scott abstaining. (A-3)

Business Affairs

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 1999-2000 Rutherford and Polk County Budget Appropriations with the Board. (A-4, A-5, A-6, A-7, and A-8)

A motion was made by Charles Tucker, seconded by Gordon Scott, to approve the College Budget (DCC2-1 Form) State, Local and Institutional Budgets and to adopt the appropriate Budget Resolution for 1999-2000. The motion was unanimously approved. (A-9)

A motion was made by Jervis Arledge, seconded by Elizabeth Owens, to amend Board Policy in order for funds received from vending machine receipts to be deposited into the President's Discretionary Fund instead of Student Services. These funds will be used to support College sponsored functions. This motion was unanimously approved.

President Lewis announced that gifts, grants, and donations totaling \$15,530 have been received from May 1, 1999 through August 31, 1999. A motion was made by Gordon Scott, seconded by James Hutchins, to approve these gifts and donations. The motion was unanimously approved. (A-10)

A motion was made by James Hutchins, seconded by Zeno Hawkins, to approve the budget revisions for FY 1999-2000 (New Industry Carry-Over in the amount of \$81,801 and Equipment Carry-Over in the amount of \$417,508). The motion was unanimously approved.

Personnel

Dr. Lewis made a presentation on the method in which salary increases were administered. The overall intent was to make significant increases on starting salaries and on the salaries of those who had Joined the institution in recent years. The net effect was to provide an average salary increase of 10.6% which should make us more competitive with other community colleges.

President Lewis announced the following resignations:

1. Dennis Hames, Business Sciences Instructor, May 15, 1999
2. Virginia Neal, Cosmetology Instructor, May 16, 1999
3. Phoua Kue, Cosmetology Instructor, June 30, 1999
4. Will Johnson, Associate Development Director, WNCW Radio Station, August 31, 1999

President Lewis announced the retirement of Helyn G. Lowery, Dean of the Business Sciences Division, on August 1, 1999. Ms. Lowery has 31 years of State Service.

President Lewis announced that Statements of Appointments have been issued to the following staff members: (A- 11)

1. Kim Clark, Underwriting and Marketing Specialist, July 1, 1999 through June 30, 2000
2. John Condrey, Director of Administrative Services, August 9, 1999 through June 30, 2000
3. Thad Harrill, Director of Customized Training, July 1, 1999 through June 30, 2000
4. Donna Hood, Director of the Small Business Center, July 1, 1999 through June 30, 2000
5. David Libera, Technical Director - Performing Arts Center, August 23, 1999 through June 30, 2000
6. Kenneth Odom, Library Technical Assistant, August 11, 1999 through June 30, 2000

A motion was made by Gordon Scott, seconded by Warren Carson, to approve the following personnel actions:

1. Medical Leave of Absence, Without Pay, Pam Webb, Math Instructor, August 2, 1999 through August 2, 2000
2. Personal Leave of Absence, Without Pay, Tommy Tucker, August 12, 1999 through December 17, 2000 (with option to extend leave through Spring Semester)
3. Approval of Contracts for the following faculty members: (A- 1 2)
 - a. Pat Beck, Business Sciences Instructor, August 12, 1999 through May 11, 2000
 - b. Vahetta Condrey, Developmental Math Instructor, August 12, 1999 through May 11, 2000
 - c. Barbara Gaworowski, Chemistry Instructor, August 12, 1999 through May 11, 2000
 - d. Tim Greene, Business Sciences Instructor, August 12, 1999 through May 11, 2000
 - e. Cynthia Hightower, Cosmetology Instructor, August 12, 1999 through May 11, 2000

- f. Myra Johnson, Interim Dean of Business Sciences, August 1, 1999 through June 30, 2000
- g. Blain Jones, Business Sciences Instructor, August 12, 1999 through May 11, 2000
- h. Bryan Oesterrerich, English Instructor, August 12, 1999 through May 11, 2000
- i. Connie Toney, Cosmetology Instructor, August 12, 1999 through May 11, 2000
- j. Jonathan White, English Instructor, August 12, 1999 through May 11, 2000

This motion was unanimously approved.

A motion was made by James Hutchins, seconded by Bobby England, to approve the political activity of Alan Metcalf, seeking election as Councilman for the Town of Spindale. The motion was unanimously approved.

Other Business

President Lewis made the following announcements:

- 1. **September 8** - Voices from **The Mentor** Isothermal Faculty and Staff - Library Auditorium, 12 noon
- 2. **September 23 - October 2, 1999** - WNCW Radio Station Fall Fund Drive
- 3. **October 5** - "Grub Day"
- 4. **October 26, 1999** - Rutherford County Arts Council: Shakespeare Presentation, Library Auditorium, 10:00 - 11:15 a.m.
- 5. **November 3** - Bloodmobile - ICC

President Lewis announced the Board meeting dates for 2000:

Tuesday, February 8, 2000	Tuesday, May 9, 2000
Tuesday, August 8, 2000	Tuesday, November 14, 2000

The next regularly scheduled board meeting will be held on Tuesday, November 9, 1999.

The following items were distributed:

1. **The Mentor**
2. **The Foundation - Programming Schedule**
3. **The Isothermal Insider** (July and August)
4. **The Community College Connection**
5. Gifts

A motion was made by Bobby England, seconded by Jervis Arledge, that a Resolution of Appreciation be presented to Gordon Scott for his years of service and dedication to the Board.

The meeting adjourned at 6:22 p.m.


CHAIRMAN


SECRETARY