

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
FEBRUARY 8, 2000
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, February 8, 2000, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: James Tanner, Chairman; Jervis Arledge, Elizabeth Owens, Charles Tucker, Philip Byers, Roger "Buck" Petty, Theresa Calhoun, Warren Carson, James Hutchins, Zeno Hawkins, Bobby England, and John Stroud, SGA President. The following staff members were present: Willard Lewis, Robert Harrison, John Condrey, Catherine Bailey, Carole Bartol, Karen Noel, Bruce Waddingham, Russell Wicker, and Scott Scheer. Ms. Jean Gordon with **The Daily Courier** was also present. Chairman Tanner called the meeting to order at 5:03 p.m.

Approval of Minutes

A motion was made by Charles Tucker, seconded by James Hutchins to approve the minutes of the regular meeting of November 9, 1999, and the called meeting of January 18, 2000. The motion was unanimously approved.

Memorial Gift

President Lewis announced that a memorial fund has been established at the College to purchase a tree and/or chair in memory of William T. Page, former Trustee and Board Chairman. Mr. Page served Isothermal Community College from July 1, 1987 until June 30, 1998. Sympathy was also expressed to Bobby England in the death of his mother and sister.

Resolution of Appreciation

President Lewis read a Resolution of Appreciation, from the Board of Trustees, commending Russell Wicker and his staff for serving with distinction in the planning and preparation for the Gala event commemorating the opening of The Foundation, A Center for Learning and the Arts. The Board of Trustees requested that this resolution be included as a permanent part of the minutes of this meeting and that a copy of the resolution be presented to Russell Wicker to be placed in The Foundation. A motion was made by Jervis Arledge, seconded by Bobby England, to approve this resolution. The motion was unanimously approved.

Trustee Affairs

A motion was made by Bobby England, seconded by Buck Petty, to draft a letter to the North Carolina Association of Community College Trustees requesting that James Tanner and Zeno Hawkins be excused from attending an orientation session for new trustees as required by the Legislature. President Lewis stated that since Mr. Tanner has been a member of the Board of

Trustees since 1964, and has served as chairman of every major committee of the board as well as its chairman and because of his experience and tenure should be excused. Mr. Hawkins, who was appointed to fill the unexpired term of Joe Miller, underwent trustee training on February 9, 1999, and should, therefore, be excused. Mrs. Sue Cochran, who is a new member of the Board of Trustees and who has never attended trustee training, will need to attend a training session in the near future. This motion was unanimously approved.

Policy Revisions

A motion was made by Warren Carson, seconded by Jervis Arledge, to approve Policy I:01:20 (Recognition of Enhanced Credentials) with the following revision:

Non-teaching personnel achieving a higher credential level shall receive a 5 percent increase in base salary so long as the degree completed is included in an approved Performance Enrichment Plan. **The approved professional credentials, the degree or diploma pursued,** must be directly related to the employee's responsibilities.

Approved plans require the signature of the immediate supervisor and the President.

The motion was unanimously approved.

A motion was made by Buck Petty, seconded by Warren Carson, to approve revisions to the following policies for inclusion in **The Policies and Procedures Manual**.

I:01:24	Website: Development and Maintenance
II:01:03	Faculty and Faculty Assistants Work Loads; Office Hours, Absences
II:01:10	Curriculum Faculty Salary Plan
II:01:15	Distance Learning Provisions
III:01:05	Hourly/Annual Salary Rates - Newly Hired Part-time Non-Teaching Employees
III:01:19	Crime Awareness — Campus Security
III:01:19	Crime Awareness — Campus Security (Polk Campus)

The motion was unanimously approved. (Attachment)

Business Affairs

President Lewis announced that he had been contacted by a representative of 3TEX Company about the possibility of establishing a high-tech product testing center on the college campus. Our campus would provide 3TEX, a composite fiber product company, a place to test new products that currently must be taken to Florida for the same service. Dr. Lewis stated that the Technology Development Center, which would serve industry and enhance economic development, is in the very first stages of planning. Dr. Lewis emphasized that any building project undertaken would not be for 3-TEX Company alone. Instead, any building would be used as an incubator space to attract businesses of a technical orientation locating in the county. Dr. Lewis stated that he wanted the Board to be informed about this proposal in case they were asked questions.

President Lewis reported that he had received a letter from the Polk County Commissioners asking that the College return 8% or \$7,200 of their budget to the county. Dr. Lewis stated that he had already outlined the steps the College would have to take in order to accommodate this request at a called meeting of the Board on January 18th. Dr. Lewis further reported that he had been instructed by the County Manager to use the current year's reduced budget figure of \$82,800 when making our budget request for the 2000-2001 fiscal year. Dr. Lewis informed the Board that he could not abide by this request and that he will submit our budget based on what is required to operate the Polk County Campus.

Dr. Lewis also informed the Board that he had received a letter on February 7th informing him that an anonymous donor had given the Polk County Campus the \$7,200 that the county had asked the college to return. A motion was made by Charles Tucker, seconded by Warren Carson, that \$7,200 be reverted to the Polk County Commissioners and that the College accept a donation of \$7,200 from an anonymous donor. This motion was unanimously approved.

The Board, while grateful for the donation, expressed serious concern about the precedent that would be established and for the loss of educational services to the residents of Polk County. The Board requested that Dr. Lewis draft a letter, for the Board's review, expressing the College's budget concerns to the Polk County Commissioners.

A motion was made by James Hutchins, seconded by Zeno Hawkins, to request approval from the State Board of Community Colleges for the utilization of \$250,000 from state construction funds to renovate the Administration Building. Dr. Lewis reminded the Board that the architect for this renovation project was approved at the Called Meeting the Board of Trustees on January 18, 2000. The motion was unanimously approved.

President Lewis announced that gifts, grants, and donations totaling \$15,057.95 have been received from November 1, 1999 through January 31, 2000. A motion was made by Warren Carson, seconded by Theresa Calhoun, to approve these gifts and donations. The motion was unanimously approved. (Attachment)

A motion was made by Buck Petty, seconded by Warren Carson, to approve budget revisions as presented by President Lewis. The motion was unanimously approved. (Attachment)

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, Summer, and Fall Semester, 1999, accountability and credibility results with the Board and stated that the College has met or exceeded criteria in all areas. (Attachment)

Personnel

President Lewis announced the following resignations:

1. Wendy Morrison, Print Shop Assistant, November 26, 1999
2. William C. Beverly, Jr., Instructor of Electronics Technology, December 17, 1999

President Lewis announced that the following staff members have received Statements of Appointment:

1. Michelle Smith, Membership Director, WNCW Radio, October 13, 1999 through June 30, 2000
2. Shelly Bumgardner, Print Shop Assistant, January 3, 2000 through June 30, 2000

A motion was made by Bobby England, seconded by Warren Carson, to grant medical leave without pay to Sandra Ross, Counselor Associate, for the months of March and April. The motion was unanimously approved.

A motion was made by James Hutchins, seconded by Warren Carson, to approve contracts for the following personnel: (Attachment)

1. Jo James, Business Instructor, January 3, 2000 through May 11, 2000
2. Mike Lipken, Physics Instructor, January 3, 2000 through May 11, 2000
3. Scott Mitchell, Math Instructor, January 3, 2000 through May 11, 2000

This motion was unanimously approved.

A motion was made by Jervis Arledge, seconded by Charles Tucker, to approve Letters of Intent for 9-12 month faculty for the year 2000 - 2001. The motion was unanimously approved.
(Attachment)

Other Business

President Lewis made the following announcements:

1. February — Black History Month
 - a. "The Harlam Renaissance — An Explosion of African-American Creativity"
— February 22, 2000, 7:30 p.m., The Foundation
2. Deadline for Eaves Nominations — February 25, 2000
3. ICC Golf Tournament, Apple Valley — March 22, 2000
4. ICC Challenge Championship — March 27, 2000, Library Auditorium, 6:30 p.m.
5. Acoustic Syndicate, April 1, 2000, 7:30 p.m., The Foundation
6. Spring Music Program: "School House Rock" — April 15, 2000, 8:00 p.m., The Foundation
7. Spring Holidays for Staff — April 21-24, 2000
8. Spring Holidays for Faculty and Students — April 21-26, 2000
9. Spratt Literary Program, April 28, 2000, 7:30 p.m., The Foundation — Mr. Clyde Edgerton will be the guest speaker
10. Board of Trustees' Meeting — Tuesday, May 9, 2000
11. ICC Graduation — May 10, 2000
12. ICC Adult High School Graduation — May 11, 2000

Vice Chairman Bobby England recommended that a letter be drafted nominating President Lewis for the Chief Executive Officer Award sponsored by the Association of Community College Trustees. Chairman Tanner stated that he felt the nomination was a great idea and that he would handle the nomination procedures.

RESOLUTION OF APPRECIATION

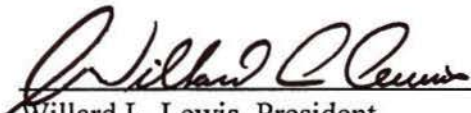
WHEREAS, Russell Jeffrey Wicker has served with distinction in the planning and preparation for the Gala event commemorating the opening of the Foundation, A Center for Learning and the Arts, and

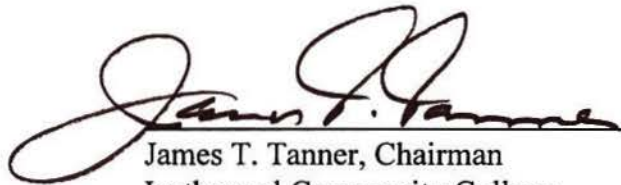
WHEREAS, Russell Jeffrey Wicker has brought honor to the institution in his role as the Director of the Performing Arts and Conference Center, and

WHEREAS, Russell Jeffrey Wicker and the Foundation staff including Barbara Logan Whiteside, David Allen Libera, and Franklin Robert Holland have devoted hours of service beyond those regularly required:

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
ISOTHERMAL COMMUNITY COLLEGE:

1. That the sincere appreciation of the Board of Trustees be expressed by this Resolution for the stewardship of Russell J. Wicker and the entire Foundation Staff.
2. That this Resolution be included as a permanent part of The Minutes of this meeting.
3. That a copy of this Resolution of Appreciation be presented to Russell J. Wicker and that it be placed in the Foundation, A Center for Learning and the Arts.


Willard L. Lewis, President
Isothermal Community College


James T. Tanner, Chairman
Isothermal Community College
Board of Trustees

Isothermal Community College
Meeting of Board of Trustees
February 8, 2000
Page 6

The meeting adjourned at 6:18 p.m.


CHAIRMAN


SECRETARY