

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
MAY 9, 2000
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, May 9, 2000, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: James Tanner, Chairman; Jervis Arledge, Elizabeth Owens, Philip Byers, James Hutchins, Theresa Calhoun, Roger "Buck" Petty, Bobby England, Gordon Scott, Zeno Brent Hawkins, Sue Cochran, Charles Tucker, and John Stroud, SGA President. The following staff members were also present: Willard Lewis, Robert Harrison, John Condrey, Catherine Bailey, Bruce Waddingham, Karen Noel, and Scott Scheer. Jean Gordon, with **The Daily Courier** was also present. Chairman Tanner called the meeting to order at 5:00 p.m.

Approval of Minutes

A motion was made by James Hutchins, seconded by "Buck" Petty, to approve the minutes of the regular meeting of February 8, 2000, and the called meeting of April 3, 2000. The motion was unanimously approved.

Business Affairs

President Lewis announced that a private donor had indicated that they would fund the paving of the parking lot behind The Foundation. President Lewis stated that approval of the Board is required before the necessary forms can be submitted to State Construction. A motion was made by "Buck" Petty, seconded by Jervis Arledge, to move forward on this project. The motion was unanimously approved.

President Lewis reported that the College has received the audit findings from the program audit conducted on the College from Spring Semester 1998 through Spring Semester 1999. Dr. Lewis stated that in that document, one issue of preliminary concern was raised wherein the College did not spend a minimum of \$7,000 on instruction in the Small Business Center. Dr. Lewis stated that the College concurs with this finding. The former Small Business Center Director suffered an extended illness which ultimately led to his being placed on short term disability. During the time of that illness the position was, for all intents and purposes, un-staffed. The responsibilities of that position were assigned to staff members unfamiliar with the Small Business Center regulations and this combination of events resulted in the problem cited. Dr. Lewis stated that effective July 1, 1999, the present Small Business Center Director was hired and appropriately trained. Dr. Lewis further stated that he felt confident that this action will address the "preliminary concern."

Jervis Arledge, Chairman of the Finance Committee, reported that the Rutherford County Local Budget's total operating budget request is \$1,286,053. This figure represents a 13.9% increase over last year's allocation of \$1,129,457 or an increase in total dollars of \$156,596. The capital outlay request is \$181,144 compared to \$27,478 for 1999-2000. Mr. Arledge stated that the day after the proposed budget was submitted to the Rutherford County Commissioners, the College was informed that health insurance would increase \$59.00 a month per employee. Based upon this information and upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Bobby England, to recalculate the budget figures and resubmit the 2000-2001 Rutherford County Local Budget request to the Rutherford County Commissioners. This motion was unanimously approved. (A-1)

Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Gordon Scott, to approve the 2000-2001 Polk County Local Budget request. Dr. Lewis reported that the budget uses last year's original base of \$90,000 and reflects only a slight increase over that amount. The College administration believes that this is a responsible budget and is what we would require to offer programs and services at the same level that we have in the past. The motion was unanimously approved. (A-2)

Chairman Tanner announced the resignation of Tony Helton, a member of the Board of Trustees since 1997. Mr. Tanner quoted Mr. Helton as saying, "unfortunately, my business, personal, and family activities are such that I am unable to devote the time necessary to be as effective as I can as a trustee. Please understand that during my years on the Board, I have gained a very positive perspective of the College and its impact on the life of Rutherford and Polk Counties." Mr. Tanner stated that Mr. Helton made a positive contribution to the Board of Trustees and expressed regret that Mr. Helton felt it necessary to resign.

The President announced that gifts, grants and donations totaling \$5,859.55 have been received from February 1, 2000 to April 30, 2000. A motion was made by Elizabeth Owens, seconded by Theresa Calhoun, to accept these gifts and donations. The motion was unanimously approved. (A-3)

A motion was made by Sue Cochran, seconded by "Buck" Petty to approve budget revisions as presented. This motion was unanimously approved.

Academic Affairs

President Lewis announced that the College had conducted an early fall registration as a part of summer registration for the first time. Early indications were that summer would be a very strong term and that some classes for fall have already filled. Knowing the fall information is an advantage in that we can plan to adjust our schedule in those areas where courses are already full.

Dr. Robert Harrison, Vice President of Academic and Student Affairs, distributed and discussed the following assessment accomplishments for 1999-2000:

- Assessment Taskforce in effect since October of 1998.
- Assessment Teams consisting of 100% of faculty as well as selected professional support staff established Convocation Day, 1999.
- Assessment Teams spent fall semester meeting monthly on Fridays from 2:00 - 4:00 p.m. developing assessment criteria for six outcomes or competencies.
- Assessment Teams spent spring semester (same meeting format) developing assessment rubrics for measuring competencies.
- Assessment rubrics now being field tested with students for clarity.
- Assessment criteria and rubrics, along with the idea of assessment portfolios, will be introduced to students this fall and will be piloted with selected students.

President Lewis gave an update on the Adult Computer Training Project which is being implemented by funding obtained by Congressman Charles Taylor. To date the College has identified an on-campus site and a potential off-campus site to house the two labs that will be established through this program. At this point, the budget has not been finalized but two critical elements have been deleted. The provisions for child care and transportation costs have both been deleted due to restraints by the Library of Congress through which the money for this project flows. Isothermal Community College's role in the development of this project is to develop a curriculum and a draft has been submitted. We anticipate an early fall or late summer start up date and will be recruiting actively to attract participants.

Personnel

President Lewis announced the following resignations:

- a. Trent Henley, News Anchor - WNCW Radio, April 7, 2000
- b. Allen Metcalf, Director of Supplemental Instruction, May 15, 2000

President Lewis announced the retirement of the following employees:

- a. Tom Callison, English Instructor, effective December 31, 1999, with 35 years of service
- b. Sandra Ross, Counselor Associate, effective June 30, 2000, with 17 years of service
- c. Helen Davis, Secretary, Applied Sciences and Technology Division, effective August 31, 2000, with 25 years of service

A motion was made by Bobby England, seconded by Gordon Scott, to approve a leave, without pay, for Bruce Whipple, Applied Sciences & Technology Instructor, May 8, 2000 through July 28, 2000. This motion was unanimously approved.

Other Business

President Lewis made the following announcements:

1. Commencement, Wednesday, May 10, 2000, 7:30 p.m., The Foundation, with Mr. Martin Lancaster, System President, Speaker
2. Adult High School/GED Graduation, Thursday, May 11, 2000, 7:30 p.m. The Foundation with Bryan Oesterreich, Arts and Sciences Instructor, Speaker
3. Summer Registration, May 15, 2000
4. Summer Operation Hours for College — May 29, 2000 through August 4, 2000
5. Independence Day Holiday — July 4, 2000
6. Board of Trustees' Meeting — August 8, 2000

A motion was made by Gordon Scott, seconded by Bobby England, to go into closed session to discuss personnel performance and consider contract renewal of three faculty members and the President.

Upon return to Open Session, the Trustees moved to Trustee Affairs which was delayed until the end of the meeting.

Trustee Affairs

Elizabeth Owens, Chairman of the Personnel Committee, reported that the recent presidential evaluations were very positive with President Lewis scoring above average to superior in all areas. Copies of the President's evaluation were distributed to all Trustees and a copy of the evaluation will be mailed to State President Martin Lancaster in Raleigh.

A motion was made by "Buck" Petty, seconded by Jervis Arledge, to renew President Lewis' contract for a three year period beginning May 31, 2001 and ending May 31, 2004. The motion was unanimously approved. The Board reserves the right to make adjustments in the contract at an appropriate time.

Upon recommendation of the Nominating Committee, a motion was made by Gordon Scott, seconded by Jervis Arledge, that the following slate of officers be approved for 2000-2001:

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

This motion was unanimously approved.

The Community College Laws of North Carolina (1999 Edition) were distributed.

The meeting was adjourned at 6:30 p.m.


CHAIRMAN


SECRETARY