

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

The Board of Trustees of Isothermal Community College met on Tuesday, August 8, 2000, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: James Tanner, Chairman; Jervis Arledge, Philip Byers, James Hutchins, Ron Paris, Roger "Buck" Petty, Bobby England, Gordon Scott, Sue Cochran, Warren Carson, Charles Tucker, and James Perry. 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.

Note of Appreciation

Chairman Tanner read a note from Elizabeth Page thanking the Board of Trustees for their contribution to the Isothermal Community College Arboretum Fund in memory of William "Bill" Page, former Trustee and Chairman of the Board of Trustees.

Approval of Minutes

A motion was made by Gordon Scott, seconded by James Hutchins, to approve the minutes of the regular meeting of May 9, 2000, and the called meeting of June 12, 2000. The motion was unanimously approved.

Welcome New and Re-Appointed Trustees

Chairman Tanner welcomed Ron Paris to membership on the Board of Trustees. Catherine Bailey administered the Oath of Office to Ron Paris who was appointed by the Governor and to Gordon Scott who was re-appointed by the Rutherford County Board of Education. Elizabeth Owens, re-appointed by the Rutherford County Commissioners, was absent but will be sworn in at the earliest opportunity.

Trustee Affairs

Chairman Tanner announced the following committee appointments for 2000-2001. Mr. Tanner stated that all of the committee chairs have been contacted and have agreed to serve: (A-1)

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OFFICERS

Jimmy Tanner  
Bobby England  
Elizabeth Owens  
Warren Carson

Chairman  
First Vice Chairman  
Second Vice Chairman  
Secretary

EXECUTIVE COMMITTEE

Jimmy Tanner, Chairman  
Elizabeth Owens  
Gordon Scott, Past Chairman

Bobby England  
Warren Carson

FACILITIES COMMITTEE  
(Replacing Building/Grounds Committee)

Bobby England, Chairman  
Philip Byers  
Jimmy Tanner, Ex Officio

Zeno Hawkins  
Sue Cochran  
Charles Tucker

SUBCOMMITTEE FOR ARTS

Elizabeth Owens, Chairman  
Gordon Scott  
Jimmy Tanner, Ex Officio

Bobby England  
Warren Carson

FINANCE COMMITTEE

Jervis Arledge, Chairman  
Bobby England  
Jimmy Tanner, Ex Officio

Jim Perry  
Elizabeth Owens

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LONG RANGE PLANNING COMMITTEE

James Hutchins, Chairman  
Ron Paris  
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

Ron Paris  
Zeno Hawkins  
SGA President

PERSONNEL COMMITTEE

Elizabeth Owens, Chairman  
Ron Paris  
Jimmy Tanner, Ex Officio

Charles Tucker  
Philip Byers

BY-LAWS COMMITTEE

Jervis Arledge, Chairman  
Jimmy Tanner, Ex Officio

Jim Perry  
Elizabeth Owens

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

President Lewis announced that the North Carolina Association of Community College Trustees' Leadership Seminar will be held on September 7-8, 2000, at Research Triangle Park for all new and re-appointed trustees. Dr. Lewis stated that Ron Paris, Jim Perry, and Sue Cochran will need to attend the new trustee orientation and asked that they contact Glenda Scruggs about making travel arrangements.

#### Business Affairs

President Lewis reported that the College has received the Equipment Audit Report from the state for fiscal year 1998-1999. Dr. Lewis stated that the audit report reveals that the College's equipment losses which were 0.50 percent by item and 0.37 percent of the total cost of our equipment exceed the system average of 0.32 percent by item and 0.20 percent by cost. It was recommended that the College review our security procedures, especially in areas where highly pilferable equipment is being stored and/or used, to determine if additional security measures should be taken. Dr. Lewis stated that measures have been taken to re-educate each department's inventory control representative on what the requirements are on inventory management.

President Lewis announced that the recent Financial Audit Report for the year ending June 30, 1999, revealed two audit findings:

- Dr. Lewis reported that one audit finding came as a result of the College's Financial Statements being submitted to the Office of the State Controller 14 business days after the deadline. Dr. Lewis stated that every effort will be made to submit the Financial Statements by the deadline.
- Dr. Lewis reported that year end accrual entries on the construction project (accounts payable on contracts and retainage) were not accurately prepared and posted to the general ledger. Dr. Lewis stated that the College will properly prepare and record entries to the general ledger to ensure the accuracy of the financial statements.

Dr. Robert Harrison announced that Isothermal Community College, collaborating with the Rutherford County Schools, has received a grant in the amount of \$170,034 for the Even Start Literacy Program. Low income parents of children birth to seven years old who are 18 years old or older, not enrolled in any other school and have not earned a high school diploma may be eligible for Even Start. The College will be contracting with Rutherford County Schools to provide literacy training for the adults.



John Condrey announced that Isothermal Community College and eleven other community colleges in Western North Carolina (WNC), have been awarded a \$600,000 grant to promote economic development using electronic commerce. The North Carolina General Assembly set aside \$3 million to promote regional cooperation in economic development and to enhance high tech training through projects at some of the state's 58 community colleges. The State Community College System awarded 7 grants out of 31. The WNC E-Commerce Development Grant is designed to train faculty and staff at each of the twelve community colleges in e-commerce activities. The project will also provide e-commerce business incubators for students to develop their own e-commerce applications. One of the goals of the project is to assist businesses, particularly small businesses, to use the Internet to expand their markets in the new global economy.

President Lewis reported effective July 1, 2000, written authorization for travel by the College President, when performing official duties of the College, **must be** secured and approved by the College Board of Trustees. Approval may be secured annually to cover the fiscal year in which travel will occur, or approval may be secured as need arises. A motion was made by "Buck" Petty, seconded by Bobby England, to approve travel for the President for the fiscal year 2000-2001. The motion was unanimously approved.

President Lewis reported effective July 1, 2000, a policy must be adopted by the College Board of Trustees to establish a uniform rate of pay if the College chooses to reimburse less than 30 cents per mile for the use of a private car for the convenience of the employee. A motion was made by Gordon Scott, seconded by Jervis Arledge, to approve 25 cents per mile when an employee uses his/her car for convenience and a state car is available and 30 cents per mile when no state car is available. The motion was unanimously approved.

President Lewis announced that gifts, grants, and donations totaling \$3,268.95 have been received from May 1, 2000 through July 31, 2000. A motion was made by Jim Perry, seconded by Gordon Scott, to accept these gifts and donations. The motion was unanimously approved.  
(A-5)

President Lewis distributed and discussed budget transfers ending June 30, 2000. Dr. Lewis stated that the first budget transfer item on the list should read Four Leaf Textiles and not New Leaf Textiles. A motion was made by "Buck" Petty, seconded by Bobby England to approve budget revisions as presented. This motion was unanimously approved.

A motion was made by James Hutchins, seconded by Sue Cochran, to write-off old returned checks, in the amount of \$192.92, which have been declared as un-collectable. The motion was unanimously approved.

President Lewis asked that item VI.B.6 (Permission to Pursue EDA Grant) be forwarded to the Facilities, Long Range Planning and Finance Committees of the Board. A motion was made by Jervis Arledge, seconded by Charles Tucker, to ask the Facilities and Long Range Planning Committees to meet jointly to discuss the College's needs for capital projects and renovation. Prior to any commitments on these priorities, the Finance Committee will be involved. This motion was unanimously approved.

#### Academic Affairs

Robert Harrison, Vice President for Academic and Student Affairs, reviewed enrollment data with the board. The College has experienced 27.14% growth in enrollment since 1999 and 18.42% growth this year. Because of that growth, the College experienced growth in the following faculty positions: 2 Developmental Instructors, 1 English, 1 Biology, 1 Physics, and 2 Information Technology personnel.

#### Personnel

President Lewis announced the following resignations:

- a. Blain Jones, Information Technology Instructor, effective July 30, 2000
- b. Bryan Oesterreich, English Instructor, effective August 6, 2000
- c. Jonathan White, English Instructor, effective July 6, 2000
- d. Mary Jacobson, Admissions Secretary, effective May 27, 2000
- e. John Condrey, Director of Administrative Services, October, 2000

President Lewis announced the retirement Sue Blanton, Physical Education Secretary, effective September 1, 2000, with 10 years of state service.

President Lewis announced that Statements of Appointments have been issued to the following staff members:

- a. Katie Walker, Admissions Secretary, May 29, 2000, through June 30, 2001
- b. Wanda Cash, HRD Follow-up Specialist, July 1, 2000 through June 30, 2001
- c. Benjamin Humphries, Counselor Associate, July 1, 2000 through June 30, 2001



- d. Andrea Oswald, Supplemental Instruction Coordinator, August 10, 2000 through June 30, 2001
- e. Sylvia Bibler, Secretary to Applied Sciences, July 1, 2000, through June 30, 2001

President Lewis announced that Myra Johnson had been named Dean of Business Sciences, July 1, 2000 through June 30, 2001.

A motion was made by Gordon Scott, seconded by Jim Perry, to approve contracts for the following faculty: (A-6)

- a. Kathy Ackerman, English Instructor, August 10, 2000 through May 9, 2001
- b. Gerri Dobbins, English Instructor, August 10, 2000 through May 9, 2001
- c. Brad Isbister, Chemistry Instructor, August 10, 2000 through May 9, 2001
- d. Kristi Sanborn, Biology Instructor, August 10, 2000 through May 9, 2001
- e. Charles Stutzman, Electronics, August 10, 2000 through May 9, 2001
- f. Melissa Swofford, Business Administration/Information Systems Instructor, August 10, 2000 through May 9, 2001
- g. Carol Richardson, Medical Office Administration, August 10, 2000 through May 9, 2001
- h. Kelly Dedmon, Developmental Reading/English, August 10, 2000 through May 9, 2001

A motion was made by Charles Tucker, seconded by "Buck" Petty, 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.

A motion was made by Gordon Scott, seconded by "Buck" Petty, to approve 9 and 12 month faculty for the year 2000-2001. The motion was unanimously approved. (A-7)

#### Other Business

President Lewis made the following announcements:

- A. Announcements
  - 1. WNCW - U. S. Airways, *Attache'*
  - 2. Labor Day Holiday - College Closed - September 4, 2000
  - 3. Tim Laughlin Jazz Quartet, The Foundation, September 9, 2000
  - 4. WNCW Fund Drive - September 29, 2000 through October 6, 2000

5. "Grub Day" - October 3, 2000
6. Mountain Oasis Music Festival, October 6, 7, and 8, Deerfields Retreat and Amphitheatre, Hendersonville, NC
7. Keb Mo' (Blues) - The Foundation, October 14, 2000
8. The Coasters and Platters (50's Nostalgia) - The Foundation, October 28, 2000
9. Election Day - November 7, 2000
10. Blood Mobile - November 8, 2000
11. Veteran's Day - November 11, 2000

**B. Board Meeting Dates for 2001:**

Tuesday, February 13, 2001

Tuesday, May 8, 2001

Tuesday, August 14, 2001

Tuesday, November 13, 2001

**The next regularly scheduled board meeting will be held on Tuesday, November 14, 2000.**

**C. Distribution**

- a. The Foundation - Programming Schedule
- b. **The Isothermal Insider**
- c. **Isothermal Alumni Association**
- d. Gift

The meeting adjourned at 6:05 p.m.

  
CHAIRMAN

  
SECRETARY