

ISOTHERMAL COMMUNITY COLLEGE  
MEETING OF BOARD OF TRUSTEES  
FEBRUARY 13, 2001  
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, February 13, 2001, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: James Tanner, Chairman; Jervis Arledge, Elizabeth Owens, Charles Tucker, Roger "Buck" Petty, James Hutchins, Bobby England, Ron Paris, Jim Perry, Ken Hankinson, and Gordon Scott. The following staff members were present: Willard Lewis, Robert Harrison, Bruce Waddingham, Catherine Bailey, Karen Noel, Stephen Matheny and Scott Scheer. Others present were: Bill Bost, Linda Osbon, Bill Buchinsky, Michelle Smith, Ellie Ellis, Kate Barkschat, Mark Keefe and two visitors. Mr. Sam Craig, College Attorney, Ms. Jean Gordon and Mr. James Lewis with **The Daily Courier**, were also present. Chairman Tanner called the meeting to order at 5:04 p.m.

Approval of Minutes

A motion was made and seconded to approve the minutes of the regular meeting of November 14, 2000. The motion was unanimously approved.

Trustee Affairs

The Trustees were furnished an update on concerns regarding WNCW Radio Station. President Lewis stated that the report is representative of hundreds of hours of work on the part of Stephen Matheny, Director of Administrative Services. Dr. Lewis stated that Stephen should be commended for the superb job he did in dealing with this issue. Dr. Lewis stated that he did not feel it was necessary to go over each response on a point-by-point basis but that he was sure that Mr. Matheny would be pleased to respond to any questions the trustees may have. (Attachment)

President Lewis reported that Blue Dolphin Communications of NC, Inc. had made a request of Isothermal Community College, that Radio Station WNCW file an application to change its community of license from Spindale to Old Fort, North Carolina. Dr. Lewis stated that the College would not be required to make any physical changes to its facility in order to effectuate the change to serve Old Fort. In exchange for this change of license, Blue Dolphin Communications would pay the College \$100,000. Dr. Lewis reported that the Executive Committee met several months ago and reviewed the terms of the Agreement set forth by Blue Dolphin Communications. The committee felt that maintaining the identity of the radio station with one of the communities in which we have a direct presence was of significant importance. Upon recommendation of the Executive Committee, a motion was made by Gordon Scott, seconded by Bobby England, to reject the offer made by Blue Dolphin Communications requesting that WNCW file an application to change its community of license from Spindale to Old Fort, North Carolina. This motion was unanimously approved. (Attachment)

Business Affairs

President Lewis reported on the cash flow projections for the bond money. Dr. Lewis reported that all bond money will not be available at the same time. A schedule is being developed by the Community College System Office. Once that schedule is adopted, colleges will know how to plan for the projects they have scheduled. The college has requested little money in year one which ends June 30, 2001. The college's greatest needs are anticipated in years two and three. (Attachment)

President Lewis reviewed budget related graphs comparing the Community College System and Isothermal Community College with the Board of Trustees. Dr. Lewis compared Isothermal's total FTE growth, curriculum FTE growth, non-curriculum growth, number of students receiving financial aid, etc. with state-wide figures. (Attachment)

President Lewis reported that the System Office met with representatives from the Office of State Budget and Planning to discuss necessary budget cuts to assist in balancing the state's budget for the current fiscal year. The state's revenue shortfall is estimated to be approximately \$500 million. A budget reduction of one and one-half percent was negotiated by the System Office for the 59 colleges. The college was first requested to put back one-half percent of our budget for reversion. Dr. Lewis stated that the college instead put back one percent. Dr. Lewis further stated that conversation with personnel from the System Office indicates that we will not be asked to go further with our reversions.

Dr. Harrison reported that the college has been awarded a grant for fiscal year 2000-01 in the amount of \$400,000 for the Cooperative Creation of Composites Training Center serving Western North Carolina. Kenneth Hankinson requested that the "composites" label be deleted from the name of the facility to be more inclusive of other materials. For instance, both plastics and metals can be tested in some parts of the lab. Dr. Harrison stated that the college is very sensitive to this issue and will try to accommodate the request to be more inclusive rather than exclusive in naming the facility. Dr. Harrison reported that a formal announcement would be made regarding this project on March 14, 2001, at 11:00 a.m. Dr. Harrison stated that trustees would be receiving invitations to this event.

President Lewis announced that the audit findings from the program audit recently conducted at Isothermal Community College contained no audit exceptions or concerns for the classes reviewed. Chairman Tanner read the following statement to the Board from the letter he received: "The college personnel responsible for the maintenance of both curriculum and continuing education records should be commended for the accuracy and order of their record keeping systems."

President Lewis reported that the Equipment Audit Report for fiscal year 1999-00 found that the college losses (0.32 percent by item and 0.15 percent of the total cost of our equipment exceeded the system average of 0.20 percent by item and 0.18 percent by cost. Dr. Lewis stated that it was recommended that the college review our security procedures, especially in areas where highly pilferable equipment was being stored and/or used.

President Lewis announced that the renovation of the Administration Building has finally begun. Dr. Lewis stated that he anticipates the completion of the project to be sometime in June, 2001.

A motion was made by Gordon Scott, seconded by Jim Perry, to grant permission for the college to apply to the Economic Development Administration for a matching fund grant to construct a classroom and testing facility. The motion was unanimously approved.

President Lewis announced that gifts, grants, and donations totaling \$82, 950 have been received from November 1, 2000 through January 31, 2001. A motion was made by James Hutchins, seconded by Kenneth Hankinson, to accept these gifts and donations. The motion was unanimously approved. (Attachment)

A motion was made by Kenneth Hankinson, seconded by Ron Paris, to approve budget revisions as presented by President Lewis. This motion was unanimously approved. (Attachment)

President Lewis announced that five engineering firms expressed an interest in designing a multi-purpose outdoor space to be used to park a minimum of 400 vehicles, but which can also be used for events such as festivals and concerts. The five firms were narrowed to three based primarily on location (within 1.5 hours of the project site). The three firms were interviewed, given the project outline, and asked to return in two weeks with proposals, including cost projections and engineering fees. A motion was made by "Buck" Petty, seconded by Kenneth Hankinson, to accept the bid of Vaughn & Melton Consulting Engineers of Asheville who was the low bidder for this project at a cost of \$300,650. Dr. Lewis stated that a private donor has agreed to fund this project.

A motion was made by Jervis Arledge, seconded by Kenneth Hankinson, to approve a resolution prescribing procedures for disposing of personal property. This resolution "authorizes the President of Isothermal Community College to dispose of any surplus personal property owned by the college, whenever he or she determines, in his or her discretion, that:

- (a) The item or group of items has a fair market value of less than \$5,000;



- (b) The property is no longer necessary for the conduct of the college's business, and
- (c) Sound property management principals and other valuable considerations indicate that the best interest of Isothermal Community College would be best served by disposing of the property."

This motion was unanimously approved. (Resolution included in minutes)

#### Academic Affairs

President Lewis reported that the Community of Learners brochure has been revised and approved by the College Management Team. The two changes made were to rearrange the competency list under "The Isothermal Distinction" and revise and rearrange the components of the Vision Statement. This brochure is distributed to all students.

President Lewis announced that E-Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy. Dr. Lewis stated that a review of our curriculum application for a Business Administration/Electronic Commerce (A25121) program is complete. It will be presented to the Program Committee of the State Board for future action at its February 28, 2001, meeting.

Dr. Harrison announced that ten new in-plant training classes have been renewed for United Southern Industries. Dr. Harrison stated that since each new in-plant training proposal required board approval, he was requesting that the board grant blanket approval to offer in-plant training, so that classes would not be delayed by having to wait for board approval. A motion was made by Kenneth Hankinson, seconded by Ron Paris, to authorize the College to offer in-plant training classes and provide the board a quarterly report of training activities. The motion was unanimously approved.

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, 2000, accountability and credibility results with the Board and stated that the College has met or exceeded criteria in all areas. A motion was made by Ron Paris, seconded by "Buck" Petty to approve this report as presented. The motion was unanimously approved. (Attachment)

Dr. Harrison reported that the state is requiring changes to our operating procedures due to the addition of Internet classes, distance learning, etc. A motion was made by Gordon Scott, seconded by Kenneth Hankinson, to approve the Continuing Education Internal Audit Operating Procedures Draft. This motion was unanimously approved. (Attachment)

Personnel

President Lewis announced the resignations of the following personnel:

- a. Delane Davis, Station Manager, WNCW Radio Station, effective January 2, 2001
- b. Armando Bellmas, Assistant Program Director, WNCW Radio Station, effective January 31, 2001
- c. Brad Isbister, Chemistry Instructor, effective December 31, 2000

President Lewis announced the retirement of William "Bill" Miller, Security Guard, with 15 years of service, effective April 1, 2001.

President Lewis announced that Statements of Appointments were issued to the following personnel:

- a. Johnny Smith, Counselor, Student Affairs, January 2, 2001 - June 30, 2001
- b. Karen Longerbeam, Literacy Coordinator, January 2, 2001 - June 30, 2001

A motion was made by Gordon Scott, seconded by Ken Hankinson, to approve contracts for the following personnel:

- a. Debby Crombez, Chemistry Instructor, January 2, 2001 - June 30, 2001
- b. Jeanette Cheshire, Director of Nursing Education, Foothills Nursing Consortium, January 2, 2001 - June 30, 2001
- c. Kevin Chanse Simpson, Broadcast Production Technology Instructor, January 2, 2001 - June 30, 2001

This motion was unanimously approved. (Attachment)

A motion was made by Gordon Scott, seconded by Elizabeth Owens, to approve Letters of Intent for 9-12 Month Faculty 2001-2002. This motion was unanimously approved. (Attachment)

Other Business

President Lewis made the following announcements:

- a. February — Black History Month
- b. Deadline for Eaves Nominations — March 28, 2001
- c. ICC Golf Tournament, Apple Valley — March 21, 2001
- d. ICC Challenge Championship — March 26, 2001
- e. Spring Holidays for Staff — April 13-16, 2001
- f. Spring Holidays for Faculty and Students — April 13-18, 2001
- g. Board of Trustees' Meeting — May 8, 2001, 5:00 p.m.
- h. ICC Adult High School/GED Graduation — May 10, 2001, 7:30 p.m.
- i. ICC Graduation — May 11, 2001, 7:30 p.m.

President Lewis announced the following cultural events:

- a. Love Letters, February 14, 2001— Library Auditorium, 11:00 a.m.
- b. Cab Calloway's Legacy of Swing — February 14, 2001— The Foundation 8:00 p.m.
- c. Bill Miller, Maritime Historian, March 2, 2001, 11:00 a.m.— slide/lecture presentation on ships and shipping in the 20th century
- d. Coffee House, The Foundation Lobby, March 3, 2001, 7:30 p.m.  
Reuben Council flute concert and poetry readings by ICC students
- e. Irish folk music and story teller performing traditional Irish music,  
March 8, 2001, 7:30 p.m. — The Foundation
- f. The Spencers: Theatre of Illusion — March 30, 2001— The Foundation 7:30 p.m.
- g. Crazy For You, The New Gershwin Musical— May 3, 2001— The Foundation, 7:30 p.m.

President Lewis reminded everyone of the unveiling of the donor plaques and walls at The Foundation on Wednesday, February 14, 2001. Dr. Lewis stated that this event is being held in conjunction with Cab Calloway's Legacy of Swing.

Linda Osbon, WNCW Radio Station, announced that the spring fund raiser will be March 30 through April 6, 2001.

The meeting was adjourned at 6:24 p.m.



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Meeting of Board of Trustees  
February 13, 2001  
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CHAIRMAN

  
SECRETARY

RESOLUTION PRESCRIBING PROCEDURES FOR  
DISPOSING OF PERSONAL PROPERTY  
VALUED AT LESS THAN \$5,000

WHEREAS, North Carolina General Statute 115D-15 authorizes the Board of Trustees of any community college organized under said Chapter to dispose of unnecessary and undesirable personal property by selling, exchanging or leasing such property in the same manner provided by law for the sale, exchange or lease of school property by County Boards of Education; and

WHEREAS, the North Carolina State Board of Community College by and through their Administrative Code 23 NCAC 2C.0502 has further delegated the disposal of personal property to the local governing Board of Trustees; and

WHEREAS, the North Carolina General Statutes in reference to Boards of Education disposing of personal property is General Statute 115C-518A and it authorizes the disposal in accordance with municipal law as set forth in North Carolina General Statutes 160A-266(c); and

WHEREAS, the ISOTHERMAL COMMUNITY COLLEGE Board of Trustees desire to set up a procedure for disposing of personal property valued at less than \$5,000 by the College's Administration;


BE IT THEREFORE RESOLVED AS FOLLOWS:


1. That the President of ISOTHERMAL COMMUNITY COLLEGE is hereby authorized to dispose of any surplus personal property owned by the College, whenever he or she determines, in his or her discretion, that:
  - (a) The item or group of items has a fair market value of less than \$5,000
  - (b) The property is no longer necessary for the conduct of the college's business, and
  - (c) Sound property management principals and other valuable considerations indicate that the best interest of ISOTHERMAL COMMUNITY COLLEGE would best be served by disposing of the property.
2. Whenever the above said determination is made by the President of the college, the Director of Administrative Services may dispose of any such surplus personal property by any means which he or she judges reasonably calculated to yield the higher obtainable sale price in money or other consideration, including but not limited, to the methods of sale provided in Article 12 of North Carolina General Statute Chapter 160A. Such sale may be public or private, and with or without notice and minimum waiting period.



3. The surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property, or services useful to ISOTHERMAL COMMUNITY COLLEGE if greater value may be obtained in that manner, and the Director of Administrative Services is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, obtain a reasonable available salvage value, or cause it to be disposed of as waste material. No surplus property may be donated to any individual or organization except by resolution of the Board of Trustees of ISOTHERMAL COMMUNITY COLLEGE.
4. The Director of Administrative Services shall keep a record of all property sold under authority of this resolution and that record shall generally describe the property sold or exchanged and the amount of money or other consideration received for each sale or exchange.
5. This ordinance is enacted pursuant to the provisions of North Carolina General Statutes Section 115D-15, 115C-518A and 160A-266(c) and North Carolina Administrative Code Section 23 NCAC 2C.0502.
6. This resolution shall become effective upon adoption.

Adopted this 13th day of February, 2001.

  
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President

  
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Chairperson of the Board of Trustees