

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
MAY 8, 2001
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, May 8, 2001, in the Management Seminar Room of the Business Education Building. The following Trustees were present: James Tanner, Chairman; Jervis Arledge, Ron Paris, Charles Tucker, Elizabeth Owens, Gordon Scott, Bobby England, James Hutchins, Roger "Buck" Petty, Kenneth Hankinson, James Perry, and Philip Byers. The following staff members were present: Willard Lewis, Robert Harrison, Stephen Matheny, Catherine Bailey, Scott Scheer, Bruce Waddingham, Fred Bayley, Karen Noel, Nancy Womack, Donna Harrison, Myra Johnson, Susan Vaughan, David Gordon, Bill Buchynski and Linda Osbon. Others present were: Jean Gordon with **The Daily Courier**, Sam Craig, College Attorney and seven guests. Chairman Tanner called the meeting to order at 5:00 p.m.

Approval of Minutes

A motion was made by Jervis Arledge, seconded by Jim Perry, to approve the minutes of the regular meeting of February 13, 2001, and the called meeting of March 26, 2001. The motion was unanimously approved.

Trustee Affairs

Elizabeth Owens, Chairman of the Personnel Committee, announced that trustees had returned the presidential evaluation forms with 100% participation. Ms. Owens requested that the board go into closed session at the conclusion of the meeting to discuss these evaluation forms.

Upon recommendation of the Nominating Committee, a motion was made by "Buck" Petty, seconded by Jim Perry, to approve the following slate of officers for 2001 – 2002. The motion was unanimously approved.

Chairman	Bobby England
1 st Vice Chairman	Elizabeth Owens
2 nd Vice Chairman	Warren Carson
Secretary	Ron Paris

Business Affairs

President Lewis presented an extensive report on WNCW addressing the original concerns raised by the public. Attention was also given to new issues and solutions were discussed.

Stephen Matheny announced that Calhoun, Vaughn, and Melton, engineering consultants, had submitted their budget to design a multi-purpose outdoor facility to the State. This facility will be used to park a minimum of 400 vehicles and can be used for events such as festivals and concerts. Mr. Matheny stated that he met with the architects today to start the design phase and has scheduled our submittal to the state for May 31, 2001. Mr. Matheny further stated that if everything is approved by the state, construction should begin in late September or early October.

President Lewis reviewed the state budget and presented to the Board the worst-case scenario. Dr. Lewis stated that when the state budget declines, the legislature has a number of ways of adjusting the amount of money that goes to community colleges. One of the most popular ways is to change the ratio. In the past it took 16 FTE to generate a faculty position. This year, it will take 17 FTE to generate a faculty position. Therefore, there is an automatic decline built in. As we face that decline through curriculum and non-curriculum education, we face a \$257,729 loss out of our budget for next year. In addition to that we will suffer some loss because our FTE is down from where it was a year ago. The reason the FTE is down is because we had an influx of students when several mills closed last year and 2,400 people lost their jobs. Those students used the benefits available to them through TIA and NAFTA. Those students are at or nearing graduation, therefore, that unusual peak in enrollment will not be there to sustain us in the future and, in fact, it was not there this year. This year we have 1,466 students for a curriculum decline of 122 FTE. When that FTE value is calculated at \$2,733 per FTE, it comes down to a \$591,217 deficit for next year. In addition to that, we are going to experience a reduction in Continuing Education. The total budget loss will be a reduction from 127 FTE to 112 FTE or a \$35,000 loss. Dr. Lewis stated that he had asked the department heads and deans to go through their respective budgets and try to determine where budget cuts could be made in travel and in other cost money. As a result of that request, cuts in the amount of approximately \$130,000 have been identified. (A-1)

Jervis Arledge reported that the Finance Committee and other members of the Board met with the Rutherford County Commissioners to discuss the proposed county budget. Mr. Arledge stated that the budget reflects an overall increase of 2.6 percent. President Lewis stated that the increase in expenses is expected to be the cost of utilities and insurance. Because of rising energy prices, the cost for water, electricity, heating and air-conditioning will increase more than \$100,000. The cost of employee health insurance is expected to increase 36.6 percent. The Polk County campus budget reflects a 9.4 percent increase for a total budget of \$90,638 up from the 2000-2001 fiscal year budget.

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Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Gordon Scott, to approve the Rutherford County proposed budget for 2001-2002 in the amount of \$1,448,467. The motion was unanimously approved (A-2)

Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Elizabeth Owens, to approve the Polk County proposed budget for 2001-2002 in the amount of \$90,638. The motion was unanimously approved. (A-3)

President Lewis announced that gifts, grants, and donations totaling \$31,260 have been received from February 1, 2001 through April 30, 2001. A motion was made by "Buck" Petty, seconded by Gordon Scott, to accept these gifts and donations. This motion was unanimously approved. (A-4)

A motion was made by Bobby England, seconded by Elizabeth Owens, to approve budget revisions as presented by President Lewis. The motion was unanimously approved. (Attachment)

A motion was made by Ron Paris, seconded by Ken Hankinson, to approve relocation expenditures, in the amount of approximately \$7,000, for David Gordon, WNCW Radio Station Manager. President Lewis stated that the money for this expenditure would come from private funds. The motion was unanimously approved.

A motion was made by Gordon Scott, seconded by "Buck" Petty, to approve the write-off of student emergency loan balances in the amount of \$410.00 as uncollectable. These loans were processed in 1991. The motion was unanimously approved. (A-5)

Academic Affairs

Robert Harrison announced that the College had received official approval to offer E-Commerce (A25121). The program will be offered in the Fall, 2001.

Karen Noel, Director of Institutional Quality and Advancement, introduced a Faces of the Future presentation by members of the College Management Team. The American Association of Community Colleges sponsors a national profile of America's community college students, both credit and non-credit, known as the Faces of the Future survey. In Fall 2000, Isothermal participated in Faces of the Future. The College surveyed nearly 700 currently enrolled students in both curriculum and continuing education programs.

Presenting results of the local survey of curriculum students were: Myra Johnson, Karen Jones, and Donna Harrison. Assisting them was Cathy Pegram, a full-time curriculum student in Business Administration, who closely parallels the typical Isothermal credit student being described. Presenting results of the local survey of continuing education students was Fred Bayley. Data from Faces of the Future surveys covered student demographics, educational and employment background, and current college experience. The local information is useful for college planning, marketing, public relations, and accreditation.

Personnel

President Lewis announced the retirement of the following personnel:

- a. William "Bill" Miller, Security, April 1, 2001, with 15 years of service
- b. Martha Koone, Bookkeeper, April 30, 2001, with 20 years of service
- c. Bruce Whipple, Plastics Instructor, May 11, 2001, with 3 years of service

President Lewis announced that a Statement of Appointment had been issued to David Gordon, Station Manager, WNCW Radio, May 7, 2001 through June 30, 2001.

President Lewis reported that four employees were issued letters of non-renewal of contacts – three were budgetary in nature and one was a performance issue.

Other Business

President Lewis made the following announcements:

- a. Adult High School/GED Graduation, Thursday, May 10, 2001, 7:30 p.m.
The Foundation
- b. Commencement, Friday, May 11, 2001, 7:30 p.m. — The Foundation
- c. Summer Registration, May 16, 2001
- d. Summer Operation Hours for College — May 28, 2001 – August 3, 2001
- e. Independence Day Holiday — July 4, 2001
- f. Board of Trustees' Meeting — August 14, 2001
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- g. Board of Trustees' Meeting — August 14, 2001

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A motion was made by Gordon Scott, seconded by Charles Tucker, to go into closed session to discuss the President's recent evaluation. Dr. Lewis remained in the closed session upon invitation of the Board. In open session, Elizabeth Owens reported that the recent presidential evaluation was very positive with President Lewis scoring above average to superior in all areas. President Lewis' overall average was 4.6 out of a possible 5.0. A copy of President Lewis' evaluation will be mailed to State President Martin Lancaster.

The meeting adjourned at 6:30 p.m.

A handwritten signature in cursive script, appearing to read "James P. Farmer", written over a horizontal line.

CHAIRMAN

A handwritten signature in cursive script, appearing to read "Warren J. Clark", written over a horizontal line.

SECRETARY