

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF THE BOARD OF TRUSTEES
AUGUST 14, 2001
MINUTES

The Board of Trustees of Isothermal Community College met on Tuesday, August 14, 2001, in the Management Seminar Room of the Business Education Building. The following trustees were present: Bobby England, Chairman; Jervis Arledge, Philip Byers, Kenneth Hankinson, Warren Carson, James Hutchins, James Perry, Gordon Scott, Jimmy Tanner, Ron Paris, David Herndon, James Van Hecke, and Lee Fish, Student Government Association President. The following staff members were present: Willard Lewis, Stephen Matheny, Catherine Bailey, Martha Blackwell, Russell Wicker, Karen Noel, David Gordon, Robert Harrison, Scott Scheer, and Linda Osbon. Others present were: Sam Craig, College Attorney; Jean Gordon, **The Daily Courier**; and six visitors.

Approval of Minutes

A motion was made by James Perry, seconded by Ron Paris, to approve the minutes of the regular meeting of May 8, 2001. The motion was unanimously approved.

Welcome New and Re-Appointed Trustees

Chairman England welcomed David Herndon and James Van Hecke to membership on the Board of Trustees. Catherine Bailey administered the Oath of Office to David Herndon, who was appointed by the Board of Education, James Van Hecke, who was appointed by the Governor, Warren Carson, who was re-appointed by the Polk County Commissioners, and James Perry, who was re-appointed by the Rutherford County Commissioners. Each Trustee's Oath of Office will be kept on file in the Office of the President.

Trustee Affairs

President Lewis reported that the College continues to pursue the course of action outlined to the Board on November 28, 2000, and the Board Meeting of February 14, 2001, with regard to WNCW. Dr. Lewis stated that the College continues to follow those issues with regular staff meetings, review and revision of job descriptions and review and revision of station policies. Policies which have been developed are in force consistently and third party mediation has been undertaken at the radio station. The mission statement is subject for review as a part of the public input into the radio station activities. Dr. Lewis stated that we continue to respond, as best we can, to any requests for public information.

A motion was made by Jervis Arledge, seconded by Gordon Scott, to go into closed session to discuss confidential matters with the College Attorney and that Bill Lewis, Stephen Matheny, Sam Craig and Glenda Scruggs remain in the meeting. The motion was unanimously approved.

A motion was made by Jervis Arledge, seconded by Ron Paris, to return to open session. The motion was unanimously approved.

In open session, a motion was made by Gordon Scott, seconded by Warren Carson, that the College continue to follow the course of action outlined by the College Attorney. This motion was unanimously approved.

Mr. David Gordon, WNCW Station Manager, announced the formation of an Advisory Committee for WNCW which held its first meeting on August 1, 2001, with six members attending. Mr. Gordon reported that the station is in the process of appointing six additional members and that all members of the Advisory Committee have been supporting WNCW, in one way or another, for a number of years. Mr. Gordon reported that the following items were discussed at the organizational meeting:

- Bylaws
- Actual functions of the Advisory Board
- Mission Statement
- Web site for public input
- Determining what kinds of issues the Advisory Board should address

Mr. Gordon stated that he felt that the first meeting was very successful.

President Lewis reported that in order to position the College to better serve our community in the future, the College will host a series of focus groups in Rutherford and Polk Counties during the last two weeks of August. A Trustees focus group will be held at a date and time to be announced. Participants from business, manufacturing, education, government, technology, health and human services, community, students, alumni and college employees will have an opportunity to share their perspectives on future trends, on needs and concerns related to the College, and on our mission, vision and values. Focus groups results will be used as part of the College planning process.

President Lewis announced that the North Carolina Association of Community College Trustees' Leadership Seminar, for all new and re-appointed trustees, would be held on September 13-14, 2001, at Research Triangle Park. Dr. Lewis announced that David Herndon and James Van Hecke would need to attend the new trustee orientation and asked that they contact Glenda Scruggs about making travel arrangements.

Chairman England announced the following committee appointments for 2001-2002: (A-1)

OFFICERS

Bobby England
Elizabeth Owens
Warren Carson
Ron Paris

Chairman
First Vice Chairman
Second Vice Chairman
Secretary

EXECUTIVE COMMITTEE

Bobby England, Chairman
Elizabeth Owens
Jimmy Tanner, Past Chairman

Warren Carson
Ron Paris

FACILITIES COMMITTEE
(Buildings & Grounds Committee)

Gordon Scott, Chairman
Philip Byers
Jimmy Tanner
Bobby England, Ex Officio

Jim Perry
Sue Cochran
James Van Hecke

SUBCOMMITTEE FOR ARTS

Elizabeth Owens, Chairman
Bobby England, Ex Officio

Gordon Scott
Warren Carson

FINANCE COMMITTEE

Jervis Arledge, Chairman
Jimmy Tanner
Bobby England, Ex Officio

Jim Perry
Elizabeth Owens

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LONG RANGE PLANNING COMMITTEE

James Hutchins, Chairman
Ron Paris
Bobby England, Ex Officio

David Herndon
Sue Cochran

NOMINATING COMMITTEE

Gordon Scott, Chairman
Warren Carson
Bobby England, Ex Officio

Bobby England
Jervis Arledge
Jimmy Tanner

CURRICULUM COMMITTEE

James Hutchins, Chairman
Philip Byers
Bobby England, Ex Officio

Ron Paris
David Herndon
SGA President

PERSONNEL COMMITTEE

Elizabeth Owens, Chairman
Ron Paris
Bobby England, Ex Officio

James Van Hecke
Philip Byers
Jimmy Tanner

BY-LAWS COMMITTEE

Jervis Arledge, Chairman
Jimmy Tanner
Bobby England, Ex Officio

Jim Perry
Elizabeth Owens

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

President Lewis reported that the College does not have a written or approved policy for the distribution of complimentary tickets to events held at the Performing Arts/Conference Center. Upon recommendation of the State Auditors, a motion was made by Gordon Scott, seconded by James Van Hecke, to approve the proposed Complimentary Ticket Policy. The motion was unanimously approved. (A-3)

President Lewis proposed the following policy changes with regard to the Non-exclusive Catering Services Agreement:

- Reduce the security deposit in all categories
- Require more information from the caterers with regard to their needs and schedule
- Reduce the additional compensation fee from 10% to 7% of gross catering bill and the elimination of the 5% rebate

After discussion, a motion was made by Jimmy Tanner, seconded by James Hutchins, to approve the policy changes to the Non-exclusive Catering Services Agreement. This motion was approved with Gordon Scott abstaining. (A-4)

It was brought to the attention of President Lewis that a proposed change for rental rates for conference space at the Performing Arts and Conference Center was inadvertently omitted. A motion was made by Kenneth Hankinson, seconded by Ron Paris, to table this item until the next meeting.

President Lewis reviewed the proposed drawings for the renovation of the former Continuing Education Building. Dr. Lewis reported that the interior of the building would require very little modification but installing a new heating and air conditioning system would be a significant portion of the project costs. Upon recommendation of the Facilities Committee, a motion was made by Gordon Scott, seconded by Kenneth Hankinson, to approve the design phase for Building 3. (Attachment)

Business Affairs

President Lewis reminded Trustees that the administration was granted approval, at the February Board Meeting, to conduct a silent bid sale, in order to rid the College of some surplus property. Dr. Lewis reported that the College received \$3,904.12 as a result of that sale.

Stephen Matheny reported the College's response to the final findings and recommendations from the year-end financial audit covering the period ending June 30, 2000:

- Recommendation 1: Financial Statement Presentation

The College should increase its understanding of generally accepted accounting principals, the policies of the Office of the State Controller, and reporting guidelines applicable to governmental colleges.

Response: The College administration has employed a staff member who is familiar with generally accepted accounting principals which will allow the College to increase the overall understanding of the relevant policies and reporting guidelines applicable to governmental colleges.

- Recommendation 2: Receipting and Bank Reconciliation Controls

The College should strengthen controls related to the preparation and independent review of the daily cash analysis reports and monthly bank reconciliations to ensure that these functions are performed in a timely manner and that the review process is documented.

Response: The College has recently employed staff responsible for the timely completion of its daily cash analysis reports. The reports are now and will continue to be completed and approved in a timely manner. The monthly bank reconciliations will be performed in a timely manner. The Controller will submit the reconciled accounts to the Director of Administrative Services for independent review monthly.

Mr. Matheny stated that, with the exception of the two recommendations, everything else was found to be well in order.

President Lewis reported that the Legislature is still in session and that the House and Senate still hold separately approved versions of the budget. Dr. Lewis stated that there are significant differences between the two proposals but the House is probably a little more favorable to community colleges. Dr. Lewis stated that the biggest concern for community colleges is not knowing what to charge students for tuition. There is a \$2.50 increase suggested in the House budget and a \$3.50 increase suggested in the Senate budget. We have charged students at the old rate but have informed them that we will have to levy additional charges once the budget

has been adopted. Dr. Lewis further stated that the latest report indicates that the House and Senate are still about a \$100 million apart. This means that another \$100 million in cuts or another \$100 million in new revenue, or a combination thereof, will have to be made to close that gap. Dr. Lewis stated that the College will need to have a called board meeting after the budget is finalized.

A motion was made by Gordon Scott, seconded by James Hutchins, to approve a returned checks charge-off list in the amount of \$224.40. The motion was unanimously approved. (A-5)

A motion was made by Warren Carson, seconded by James Hutchins, to approve old account balances to be charged off in the amount of \$134.32. The motion was unanimously approved. (A-6)

A motion was made by Ron Paris, seconded by Warren Carson, to permanently write-off loans in the amount of \$1,364.20 from the Strauss-Siegel Loan Fund. This motion was unanimously approved. (A-7)

President Lewis announced that gifts, grants, and donations, totaling \$32,627 have been received from May 1 through July 31, 2001. A motion was made by Warren Carson, seconded by Kenneth Hankinson, to accept these gifts and donations. The motion was unanimously approved. (A-8)

A motion was made by Kenneth Hankinson, seconded by Gordon Scott, to approve budget revisions as presented by President Lewis. The motion was unanimously approved. (A-9)

Academic Affairs

Dr. Robert Harrison announced that the College is nearing completion of program articulation agreements with North Carolina A & T and UNC-Asheville. The agreement with North Carolina A & T will include a mechanical engineering 2 + 2 program and a composites technology program. At UNC-Asheville, in the environmental studies area, we have four concentrations we are working on: natural resource management, pollution control, ecology and earth science for teacher licensing. The agreements will come to completion sometime in the early fall for formal announcement and implementation in the fall of 2002.

President Lewis announced that Governor Easley signed into legislation House Bill 1246 permitting community college instruction for students under the age of 16 years of age who have been determined to be intellectually gifted and mature. Dr. Lewis stated that there is a series of

tests students must take to prove their academic capabilities and maturity. Those who are under 15 years of age must be accompanied on campus by a parent. Students must pay all tuition and fees charged other regularly enrolled students as well as fees for aptitude and achievement tests. Dr. Lewis stated that he is aware of at least one student who may pursue this educational opportunity. (A-10)

Personnel

President Lewis announced the following resignations:

1. Keith Bailey, Heating and Air-Conditioning Technician, effective July 1, 2001
2. Marshall Ballew, WNCW Radio, effective July 1, 2001
3. Scott Mitchell, Math Instructor, effective August 1, 2001

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

1. Roger Davis, Director of Plant Operations and Maintenance, July 16, 2001 - June 30, 2002
2. Randy King, Heating and Air Conditioning Technician, August 2, 2001 - June 30, 2002
3. Ele Ellis, Underwriting Marketing Specialist - WNCW became Full-Time effective June 25, 2001

President Lewis announced the retirement of Gene Green, Director of Plant Operations and Maintenance, effective July 31, 2001. Mr. Green had 22 years of service.

President Lewis reminded trustees that he had issued letters of non-renewal, in May, to several faculty members in May due to budget constraints. Dr. Lewis stated that, although the College has not received a budget, he feels we will be able to issue the following faculty members 9-month contracts. A motion was made by Gordon Scott, seconded by Kenneth Hankinson, to approve contracts for the following personnel:

1. Carol Richardson, Business Sciences Instructor, August 13, 2001, through May 13, 2002
2. Kelly Dedmon, Developmental Education, August 13, 2001, through May 13, 2002

The motion was unanimously approved.

A motion was made by Kenneth Hankinson, seconded by Ron Paris, to approve changing the contract of Jay Coomes, RTV Instructor, from part-time to full-time effective May 10, 2001. Dr. Lewis stated that Mr. Coomes became the lead instructor in the Radio/TV Program after the resignation of Dean Byrd.

This motion was unanimously approved.

A motion was made by James Hutchins, seconded by Warren Carson, to approve contracts for 9 and 12-month faculty for 2001-2002. (A-11)

Other Business

President Lewis made the following event schedule announcements:

1. Labor Day Holiday - September 3, 2001
2. "Grub Day" - October 17, 2001
3. Bloodmobile - November 7, 2001

President Lewis announced the following Board meeting dates for 2002:

Tuesday, February 12, 2002
Tuesday, May 7, 2002
Tuesday, August 13, 2002
Tuesday, November 12, 2002

The next regularly scheduled meeting will be held on Tuesday, November 13, 2001

The following items were distributed:

1. College View Book
2. College License Plate
3. The Foundation Programming Schedule

The meeting adjourned at 7:10 p.m.

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CHAIRMAN



SECRETARY