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

The Board of Trustees of Isothermal Community College met on Tuesday, November 13, 2001, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: Bobby England, Chairman; Elizabeth Owens, Jervis Arledge, Jim Perry, Philip Byers, James Van Hecke, Warren Carson, Ron Paris, Sue Cochran, Jimmy Tanner, Gordon Scott Ken Hankinson and David Herndon. The following staff members were present: Willard Lewis, Robert Harrison, Stephen Matheny, Catherine Bailey, Bruce Waddingham, Nancy Womack and Scott Scheer. Jean Gordon with **The Daily Courier** was also present. Chairman England called the meeting to order at 5:05 p.m.

Approval of Minutes

A motion was made by Gordon Scott, seconded by Jim Perry to approve the minutes of the regular meeting of August 14, 2001. The motion was unanimously approved.

Trustee Affairs

President Lewis informed the Board that the College was scheduled to begin our self-study in 2003 in anticipation of reaffirmation in 2005; however the Southern Association of Colleges and Schools (SACS) has requested that the College postpone that review for one year so that our reaccreditation takes place in 2006. Dr. Lewis stated that he did not see any problems with granting their request.

Gordon Scott, Chairman of the Facilities Committee, reported that the Facilities Committee met on November 5th to consider architectural design firms for the renovation of the old Continuing Education Building (Building 3). Before the meeting on November 5th, an internal committee had considered 19 firms, narrowed that list down to 10 and brought to the Facilities Committee a list of 6. After discussion, the list was narrowed to 3. Upon recommendation of the Facilities Committee a motion was made by Gordon Scott, seconded by James Van Hecke, to interview the architectural firms of Jill B. Smith Architect, Boney Architects, and PBC&L Architects. The motion was unanimously approved.

At the request of Chairman England, President Lewis reported that the North Carolina Association of Community College Trustees has been requested to solicit input from trustees for inclusion in the budget priorities established by the State Board of Community Colleges and to be submitted to the 2002 session of the General Assembly. After discussion, a motion was made by Jim Perry, seconded by Gordon Scott, requesting that the College administration submit a priority list for the Board that is equal to and compatible with the College administration.

Dr. Lewis stated that the College administration would develop a list and then send a copy to Board members with the minutes. The motion was unanimously approved.

Business Affairs

President Lewis announced that not only does WNCW undergo a regular state audit each year but they also undergo an independent audit. Dr. Lewis stated that the College has changed accounting firms to Painter, Russell and Associates. The reason for the change is that this accounting firm has substantial experience in public radio and corporation for public broadcasting reporting.

President Lewis reviewed the State Budgets Over the Years, the Rutherford County Budgets Over the Years, the Polk County Budgets Over the Years, and the 2001-2002 Rutherford and Polk County Budget Appropriations with the Board. (Attachments 1, 2, 3, 4 and 5)

A motion was made by Jervis Arledge, seconded by Jim Perry, to approve the College Budget (DCC2-1 Form) State, Local and Institutional Budgets and to adopt the appropriate Budget Resolution for 2001-2002. The motion was unanimously approved. (Attachment 6)

President Lewis reported that the College had to submit a Cash Management Plan to the Office of the State Controller. Dr. Lewis stated that the College received a letter stating that our draft plan meets the criteria established by the existing statewide Cash Management Plan and it was therefore approved by the Office of the State Controller. The College was requested to furnish the Office of the State Controller with a final copy of the Cash Management Plan once it received Board approval. A motion was made by Jim Perry, seconded by Sue Cochran, to approve the Cash Management Plan as submitted. This motion was unanimously approved. (Attachment 7)

A motion was made by Kenneth Hankinson, seconded by Gordon Scott, to transfer money from old construction funds, in the amount of \$13,508.26, to cover Administration Building renovation expenses. The motion was unanimously approved.

President Lewis reported that all community colleges had been asked to develop a plan to encourage and promote equal opportunities for Historically Underutilized Businesses (HUBs) in order to foster more diverse participation in all aspects of procurement and contracting opportunities. A motion was made by Ron Paris, seconded by Warren Carson, to approve the College's plan to increase participation by Historically Underutilized Businesses in the procurement of goods and services. The motion was unanimously approved. (Attachment 8)

A motion was made by Gordon Scott, seconded by David Herndon, to approve a 2% reversion of the 2001-2002 state budget, in the amount of \$139,074, to Raleigh. Dr. Lewis reported that since the latest correspondence from Raleigh indicated that we may have to revert between 2.7% and 4% of our state budget, the College is holding an additional 2% to revert should that become necessary. This motion was unanimously approved. (Attachment)

President Lewis announced that gifts, grants and donations, totaling \$40,500 have been received from August 1, 2001 through October 31, 2001. A motion was made by Warren Carson, seconded by David Herndon, to accept these gifts and donations. The motion was unanimously approved. (Attachment 9)

Personnel

President Lewis announced the following retirements:

- Gary Shipley, Biology Instructor, effective January 1, 2002, with 33 years of service
- b. Gerri Day, Purchasing Agent, effective February 1, 2002, with 26 years of service

President Lewis announced that a Statement of Appointment had been issued to Martin Anderson, Announcer/Special Projects Coordinator, WNCW Radio, November 12, 2001 - June 30, 2002.

Other Business

President Lewis announced that the Trustees of the College, along with sixteen other groups from Rutherford and Polk Counties, participated in a focus group to help the College determine how we could have a better and stronger impact on the county in the future. Dr. Nancy Womack presented a brief overview, using power point slides, of all 17 community focus groups held in August and September 2001. (Attachment)

President Lewis announced the following holidays:

1. Thanksgiving Holidays (College Closed)

--November 21,2001 (Staff Leaves at 1:00 p.m.) --November 22, 2001 --November 23, 2001

2.	ICC Christmas Luncheon (The Foundation)	December 3, 2001	
3. Winter Holidays		December 20, 2001 (Staff leaves at 1:00 p.m.) December 21, 2001* December 24, 2001 December 25, 2001 December 26, 2001 December 27, 2001** December 28, 2001** December 31, 2001**	
4.	New Year's Day	January 1, 2002 (Return to Work January 2, 2002)	
5.	Martin Luther King Day (College Closed)	January 21, 2002	

- December 21, 2001, taken in lieu of Memorial Day
- December 27, 28 and 31, 2001, must be taken as earned vacation or earned compensatory time.

President Lewis announced the following cultural events:

a.	Peter Jenkins	November 13, 2001	
	(Library Auditorium)	(7:00 p.m.)	
b.	Riders In The Sky Christmas	November 29, 2001	
	(The Foundation)	(7:30 p.m.)	
c.	Christmas At Isothermal	December 1, 2001	
	(The Foundation)	(7:30 p.m.&	
		Sunday - 2:30 p.m.)	

d.	"The Night Before Christmas		December 13, 2001
	Carol"	(The Foundation)	(7:30 p.m.)
e.	Mahalia,	A Gospel Musical	January 24, 2002
	(The Foundation)		(7:30 p.m.)

President Lewis invited the Trustees to be his guests at the Annual Christmas Luncheon to be held on Monday, December 3, 2001, at 12 noon in The Foundation. Trustees were requested to please notify Glenda Scruggs if they planned on attending so that the proper number of plates could be reserved.

The meeting adjourned at 6:00 p.m.

CHAIRMAN

SECRETARY