

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
FEBRUARY 12, 2002

The Board of Trustees of Isothermal Community College met on Tuesday, February 12, 2002, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: Bobby England, Chairman; Jervis Arledge, Jimmy Tanner, David Herndon, Philip Byers, Sue Cochran, Ron Paris, Warren Carson, James Van Hecke, James Hutchins, James Perry, Gordon Scott, and Kenneth Hankinson. The following staff members were present: Willard Lewis, Robert Harrison, Stephen Matheny, Catherine Bailey, Fred Bayley, and Karen Noel. Jean Gordon with **The Daily Courier** was also present. Chairman England called the meeting to order at 5:04 p.m.

Approval of Minutes

A motion was made by Jimmy Tanner, seconded by Kenneth Hankinson, to approve the minutes of the regular meeting of November 13, 2001. The motion was unanimously approved.

Trustee Affairs

President Lewis reported that a telephone poll was taken of the Board of Trustees on December 4, 2001, asking approval to hire PBC&L Architectural Firm of Asheville to begin the renovation project of Building 3. Dr. Lewis stated that the telephone results were 13 in favor, 1 opposed. A motion was made by Ron Paris, seconded by Warren Carson, to approve the telephone poll taken on December 4, 2001. The motion passed.

President Lewis reported that bids were received on paving the parking lot at The Foundation on January 8, 2002. Dr. Lewis stated that bids ranged from \$411,000 to \$302,445. The low bidder was APAC Carolina with a bid of \$302,445. Dr. Lewis further stated that an anonymous donor was paying the full cost of the paving project. A motion was made by Kenneth Hankinson, seconded by Philip Byers, to award the paving contract to APAC Carolina. The motion was unanimously approved.

Business Affairs

President Lewis announced that the recent equipment audit reflected no losses for the audit period for fiscal year 2000-2001. President Lewis reported that the College's total equipment inventory was 1,296 pieces at a value of \$3,732,050.00 and that every piece was accounted for. Dr. Lewis also reported that the audit letter stated that the College's staff had done a commendable job in controlling equipment in its charge.

President Lewis reported that the College had contracted with an independent audit firm, Painter, Russell and Associates, to conduct the financial audit of WNCW Radio Station. Dr. Lewis stated that the College changed auditing firms this year in order to acquire a firm that had more experience in dealing with things such as the Corporation for Public Broadcasting and National Public Radio. Stephen Matheny reported that the Auditors' Report gave WNCW an unqualified opinion with no exceptions noted. A note pertaining to stewardship, compliance and accountability lists no instances of non-compliance relating to the Corporation of Public Broadcasting fiscal requirements. Also, there were no violations of grant requirements. Positive comments were received from the auditors concerning the College's staff and its operations.

President Lewis reviewed the schedule for the College's acquisition of a new information system. The entire Community College System is undergoing the transition to a new software system. Isothermal is scheduled to begin the first phase of installation in April, 2003, at a cost of approximately \$84,000. (A-1)

President Lewis reported on the economic outlook for North Carolina and the potential budget impacts upon community colleges. Dr. Lewis stated that the unemployment rate has climbed to a 17-year high, reaching 6.3 percent in December. The state lost a net of 5,400 manufacturing jobs. Hardest hit were textiles, electronics, furniture and paper. A continuing increase in unemployment directly affects individual income taxes generated through withholdings. Dr. Lewis further stated that community colleges had been asked earlier to revert 2 percent of their budgets and had been advised to hold another 2 percent of their budget in reserve in case there was an additional reversion. At this time, community colleges have been asked to revert an additional .96 percent which equals almost 3 percent reversions thus far. We are still holding 1 percent in reserve which could be reverted if need be. This 1 percent will be held until the end of April when the tax revenues are more fully and adequately realized. Dr. Lewis stated that he had met with college employees and asked them to be as conservative in their spending as possible but, by the same token, continue to meet the educational needs of the institution. (A-2)

President Lewis announced that gifts, grants, and donations totaling \$250.00 have been received from November 1, 2001, through January 31, 2001. A motion was made by Philip Byers, seconded by James Hutchins, to accept these gifts and donations. The motion was unanimously approved. (A-3)

President Lewis announced that any time the College makes a contractual obligation to lease/purchase a piece of equipment and that lease/purchase exceeds \$100,000, the Board of Trustees must approve the contract. Stephen Matheny reported that the Campus Print Shop is seeking a lease/purchase contract for a digital high speed copier and high speed color duplicator.

This will update our technology to allow for flexibility and high efficiency, eliminate the outdated press and the use of dangerous chemicals, and will raise our level of professional capabilities. A long-term 60-month lease/purchase is expected to cost approximately \$174,000 or \$34,800 annually (pricing includes supplies, service agreements, etc.). The College's current annual print shop expenditures are \$40,568 annually (for a savings of \$5,768). Mr. Matheny stated that Board approval would allow the College to secure bids, identify the low bid, and seek State Board approval. Upon receiving State Board approval, the College can proceed with the contracts. Dr. Lewis reported that the College checked on the outright purchase of this equipment but because the lease/purchase included supplies and service agreements, it was cheaper to lease/purchase. A motion was made by Kenneth Hankinson, seconded by Philip Byers, to approve this lease/purchase contract. The motion was unanimously approved.

A motion was made by Sue Cochran, seconded by Warren Carson, to approve budget revisions as presented by President Lewis. This motion was unanimously approved.

Academic Affairs

Vice President Harrison announced that the Foothills Nursing Consortium, in cooperation with the hospitals in Rutherford, Polk, Cleveland and McDowell counties, will be able to accommodate an addition of 10 students in next fall's nursing program. That will compound into 20 in the second year of the program so we will be increasing our ADN nursing students from 40 to 50. Dr. Harrison stated that the College is in the planning stages, with the hospitals and The Duke Endowment, for an expansion which could come as early as spring or fall of next year to introduce a program which will add 25 students the first year and 25 the second year for a total of 50. That expansion would repackage the present curriculum into a weekend and evening program to accommodate daytime employees. It is conceivable that in 3 years, we will have doubled the number of nurses that we can produce through our programming.

President Lewis reported on the regulations and findings of the 2001 Continuing Education Internal Audit Report (Accountability and Credibility Plan). Dr. Lewis shared copies of the Spring, Summer, and Fall Semester, 2001, 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 Jervis Arledge, seconded by Kenneth Hankinson, to approve this report as presented. The motion was unanimously approved. (A-4)

A motion was made by Gordon Scott, seconded by James Van Hecke, to approve the **Continuing Education Self-Supporting Policy**. Registration fees for self-supporting courses will be set to cover the direct and indirect costs of the program as well as provide for a reserve. The direct costs include utilities, custodial, security, administration, clerical and other costs associated with the support of the program. A reserve would be generated and maintained from income exceeding direct and indirect costs. This reserve could be used for holding a 20%-40% reserve of the annual operating budget, replacement and addition of equipment, program improvement, other costs that provide direct benefit to the students. This motion was unanimously approved. (A-5)

Vice President Harrison announced that the College is seeking approval to add a composites concentration to the already established Manufacturing Technology Degree. Dr. Harrison stated that the concentration consists of 12 hours of courses new to the composites concentration. A motion was made by Kenneth Hankinson, seconded by Jim Perry, to add a composites concentration to the Manufacturing Technology Degree. The motion was unanimously approved. (A-6)

Vice President Harrison announced that the College is seeking approval to offer Computer Engineering Technology which will eventually replace the Electronics Program. The Computer Engineering Technology curriculum provides the skills required to install, service and maintain computers, peripherals, networks and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems. Course work includes mathematics, physics, electronics, digital circuits and programming, with emphasis on the operation, use and interfacing of memory and devices to the CPU. Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. A motion was made Gordon Scott, seconded by Kenneth Hankinson, to approve the Computer Engineering Technology Curriculum. The motion was unanimously approved. (A-7)

President Lewis announced that the North Carolina Legislature adopted Rule 23 NCAA BE.0404, "Assistance for Economic Development." This rule enables community colleges, with Board of Trustees' approval, to serve as small business incubators and to provide product testing or video conferencing services at fair market rates. Dr. Lewis stated that upon completion of our materials testing and training lab, the College intends to provide materials testing services. Terms and conditions including costs for using college facilities and personnel shall be set forth in written

agreements with a private business enterprise prior to providing any services. The College will report a summary of services provided on an annual basis beginning with the 2003 fiscal year. A motion was made by Kenneth Hankinson, seconded by Jim Perry, to allow the College to charge for services rendered to the public through the materials testing center. The motion was unanimously approved. (A-8)

Personnel

President Lewis announced the retirement of Irene Henline, ADN Instructor, effective December 31, 2001, with 30 years of service.

President Lewis announced the resignation of Andrea Oswald, Supplemental Instruction Coordinator, effective January 1, 2002.

President Lewis reported that Gary Shipley's retirement was approved at the November Board Meeting. Since that time, Mr. Shipley has reconsidered and ask that his contract be re-instated. A motion was made by Kenneth Hankinson, seconded by Philip Byers, to approve a contract for Gary Shipley, Biology Instructor, January 2, 2002, through May 8, 2002. This motion was unanimously approved.

A motion was made by Ron Paris, seconded by James Van Hecke, to approve Letters of Intent for 9-month and 12-month faculty for 2002-2003. The motion was unanimously approved (A-9)

Other Business

President Lewis made the following announcements:

1. February — Black History Month
2. ICC Challenge Championship — March 5, 2002
3. ICC Golf Tournament — March 20, 2002
4. Deadline for Eaves Nominations — March 31, 2002
5. Spring Holidays for Staff — March 29, 2002, through April 2, 2002
6. Spring Holidays for Faculty and Students — March 29, 2002 through April 5, 2002
7. ICC Curriculum Graduation — May 13, 2002, 7:30 p.m., The Foundation
8. ICC Adult High School/GED Graduation — May 14, 2002, 7:30 p.m., The Foundation

President Lewis announced the following cultural events:

1. River North Chicago Dance Company, Friday, February 22, 2002, 7:30 p.m. — The Foundation
2. Spring Fling Acoustic Concert, Saturday, March 2, 2002, 7:30 p.m. — Library Auditorium
3. "Sunday Singing and Dinner on the Grounds," Sunday, March 10, 2002, 3:00 p.m. — The Foundation
4. Isothermal Poetry Slam and Readers' Theatre, Friday, March 15, 2002, 7:30 p.m. — The Foundation Lobby
5. Death of A Salesman, Saturday, March 23, 2002, 7:30 p.m. — The Foundation
6. Kila, (Celtic Music) Sunday, April 7, 2002, 2:30 p.m. Matinee — The Foundation
7. Spratt Literary Program Featuring Silas House, Author of "Clay's Quilt," Friday, April 26, 2002, 7:30 p.m. — Library Auditorium
8. Spring Music Show, Sunday, April 28, 2002, 2:30 p.m. — The Foundation
9. Viva Quetzal, Friday, May 3, 2002, 7:30 p.m. — The Foundation
10. Symphony of Rutherford County, Sunday, May 5, 2002, 3:00 p.m. — The Foundation

President Lewis announced that a Board Retreat would be held on Saturday, March 23, 2002, beginning at 8:30 a.m. and ending around 2:30 p.m. at The Foundation. Dr. Lewis stated that light refreshments and lunch will be provided. The purpose of the meeting is to focus on a number of issues. Dr. Lewis stated that he hoped all trustees would be able to attend.

President Lewis informed the Board that the architectural firm of Schenkel/Schultz of Charlotte received a Citation for Specialized Facilities in the **American School & University Magazine**. Schenkel/Shultz was one of four architecture firms from a total of 42 entries which received the award. Dr. Lewis distributed copies of the magazine article and stated that the winning entry included a night photograph of The Foundation, and views of the stage, theater and balcony areas. (Attachment)

The meeting adjourned at 6:10 p.m.


CHAIRMAN


SECRETARY