

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
AUGUST 13, 2002

The Board of Trustees of Isothermal Community College met on Tuesday, August 13, 2002, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: Bobby England, Chairman; Elizabeth Owens, Jervis Arledge, Terry Hines, Ken Hankinson, David Herndon, James Van Hecke, Warren Carson, Ron Paris, Sue Cochran, James Hutchins, Jim Perry, Gordon Scott and Brittany Buchanan, Student Government Association President. The following staff members were present: Willard Lewis, Robert Harrison, Stephen Matheny, Catherine Bailey, Bruce Waddingham, Scott Scheer and Fred Bayley. Pat Morgan, Rutherford County Assistant School Superintendent, Laura Jones, Institute of Biltmore, and Jean Gordon with **The Daily Courier** were also present. Chairman England called the meeting to order at 5:00 p.m.

Approval of Minutes

A motion was made by Jervis Arledge, seconded by James Hutchins, to approve the minutes of the regular meeting of May 14, 2002. The motion was unanimously approved.

Welcome and Oath of Office

Chairman England welcomed Terry Hines to membership on the Board of Trustees. Catherine Bailey, Notary Public, administered the Oath of Office to Terry Hines who was appointed by the Rutherford County Commissioners. Ms. Bailey previously administered the Oath of Office to Jervis Arledge, re-appointed by the Rutherford County Board of Education and James Hutchins, re-appointed by the Governor. Each Trustee's Oath of Office will be kept on file in the Office of the President.

New Century Scholars Program

Laura Jones, with the Institute of Biltmore, made a presentation on the New Century Scholars Program. Ms. Jones stated that the New Century Scholars Program targets rising seventh grade students with intervention and retention activities which continue throughout junior high and high school. It raises expectations that participating students will attend college following their graduation. Students are identified by their teachers and counselors as having the potential to do well in college, but who are unlikely to realize that potential without extra support and incentive. Participating students agree to attendance guidelines, annual progress towards the next grade, completion of ten hours of public service per year, participate in intervention and support activities through high school and remain alcohol and drug free. In turn, the Rutherford County Schools and

Isothermal Community College will provide support, leadership, and assistance through specially structured activities. Upon graduation, students are assured that financial support in the amount of full tuition and a textbook allotment at Isothermal will be provided. The end results should include better student retention in the public schools, better preparation for collegiate level work and, ultimately, community college graduates who are better prepared for their next academic or professional pursuit. President Lewis stated that the College plans to have the first students and their families on campus as soon as possible. He added, the College intends to welcome the families often during the course of each and every year, making the campus accessible, friendly and non-threatening long before the **New Century Scholar** enrolls in his or her first college class. President Lewis announced that the Isothermal Community College Foundation would sponsor a dinner and music on November 15, 2002, at The Foundation, to raise funds for this scholarship. Dr. Lewis stated that invitations for this event would be sent out in the near future.

Trustee Affairs

Chairman England reported that he had appointed an ad hoc committee, consisting of radio station management, college administration and representatives of the Board to discuss programming and other issues related to WNCW Radio Station. Dr. England stated that the ad hoc committee met on July 22, 2002, and counseled President Lewis on a number of issues but that no action was taken at the meeting.

Chairman England announced the following committee appointments for 2002-2003:

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

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FACILITIES COMMITTEE
(Buildings & Grounds Committee)

Gordon Scott, Chairman
Kenny Hankinson
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
Terry Hines

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
Kenny Hankinson

CURRICULUM COMMITTEE

James Hutchins, Chairman
Terry Hines
Bobby England, Ex Officio

Ron Paris
David Herndon
SGA President

PERSONNEL COMMITTEE

Elizabeth Owens, Chairman
Ron Paris
Bobby England, Ex Officio

James Van Hecke
Terry Hines
Jimmy Tanner

BY-LAWS COMMITTEE

Jervis Arledge, Chairman
Kenny Hankinson
Bobby England, Ex Officio

Jim Perry
Elizabeth Owens

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

A motion was made by Ken Hankinson, seconded by Elizabeth Owens, to draft a letter to the North Carolina Association of Community College Trustees requesting that Warren Carson, Jim Perry, Jervis Arledge, and James Hutchins be excused from attending an orientation session for new trustees as required by the Legislature. Mr. Terry Hines, who is a new member of the Board of Trustees, and who has never attended trustee training, will need to attend a training session in the near future. This motion was unanimously approved.

Business Affairs

President Lewis announced that the House and the Senate have agreed to a tuition increase of approximately 10% for a new rate of \$34.25 per credit hour (an increase of \$3.25). Non-resident students will pay \$190.75 per credit hour (an increase of \$173.25). Dr. Lewis stated that the rate increases are effective for the 2002 fall semester. The maximum credit hours upon which the tuition is charged remains at 16 hours. Therefore,

the maximum tuition rates for regular term instruction per semester is as follows:
Resident - \$548; Non-resident - \$3,052. (A-3)

Stephen Matheny announced that the Polk County ICC Foundation was audited for the year ended June 30, 2000-2001. The report stated that financial statements were presented fairly in all material respects. However, it was noted that certain matters involving internal control and its operation were considered to be reportable. Invoices were not initialed when payments were made. The board member responsible for signing checks should initial the invoice that is being paid, showing the invoice was reviewed, and also canceling the invoice preventing it from being paid twice. Mr. Matheny stated that steps have already been taken to correct these concerns.

President Lewis announced that a Director for the Materials and Testing Center, Mr. Ed Creasman, has been hired effective July 1, 2002. Limited testing has already begun to take place in the testing center. Dr. Lewis stated that ultimately there is going to be a need to establish a lab testing fee, in order for the center to become self-sustaining. Dr. Lewis further stated that a set of fees would be presented at the November meeting for the Board to consider.

President Lewis announced that the Internal Equipment Audit for 2001-2002 reported that a total of 1,734 pieces of equipment were on inventory. Of that amount 1,732 pieces were found. This loss of equipment represented a .12% loss and equaled \$3,560.45. Dr. Lewis stated that he felt this report was very positive.

It was brought to the Board's attention that the College's banking services were approved at the May Board meeting. The BB&T Banking Resolution became effective July 1, 2002.

President Lewis announced that gifts, grants, and donations totaling \$12,000 have been received from May 1, 2002 through July 31, 2002. A motion was made by Warren Carson, seconded by James Van Hecke, to approve these gifts and donations. The motion was unanimously approved. (A-4)

Personnel

President Lewis announced the retirement of the following personnel:

1. Betty Turner, Instructor, Arts and Sciences Division, effective August 1, 2002, with 33 years of service
2. Gary Shipley, Instructor, Arts and Sciences Division, effective August 1, 2002, with 34 years of service
3. Gordon Martin, Instructor, Applied Sciences & Technology Division, effective August 1, 2002, with 13 years of service

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

1. Jeff Boyle, Coordinator of Financial Aid, June 3, 2002 – June 30, 2003
2. Ed Creasman, Director of Materials and Testing Center, July 1, 2002 - June 30, 2003

President Lewis announced the resignation of Susan Williams, Director of Admissions/Financial Aid Director, effective August 19, 2002.

A motion was made by Ken Hankinson, seconded by David Herndon, to approve contracts for the following faculty. (A-5)

1. Steve Hollifield, Instructor, Computer Engineering/Electronics Engineering Technology, August 5, 2002 - June 30, 2003
2. Kathy Lindesy, Nursing Instructor, Foothills Nursing Consortium, August 1, 2002 - June 30, 2003
3. Lynn Rowland, Nursing Instructor, Foothills Nursing Consortium, August 1, 2002 - June 30, 2003

This motion was unanimously approved.

A motion was made by Ron Paris, seconded by Warren Carson, to approve 9 and 12 month faculty contracts for the year 2002-2003. The motion was unanimously approved. (A-6)

Other Business

President Lewis made the following announcements:

A. Announcements

1. Labor Day Holiday - September 2, 2002
2. The Del McCoury Band - September 14, 2002, 7:30 p.m., The Foundation
3. "Grub Day" - October 9, 2002
4. Alison Brown Quartet - October 12, 2002, 7:30 p.m., The Foundation
5. 1964... The Tribute, October 26, 2002, 7:30 p.m., The Foundation
6. Bloodmobile - November 6, 2002

B. Board Meeting Dates for 2003:

- Tuesday, February 11, 2003
- Tuesday, May 13, 2003
- Tuesday, August 12, 2003
- Tuesday, November 11, 2003

**The next regularly scheduled board meeting will be held on Tuesday,
November 12, 2002**

President Lewis announced that a meeting of the Board of Trustees would be called sometime in late September or early October. The sole purpose of the meeting would be to approve the budget.

C. Distribution

1. **Community College Laws of North Carolina**
2. The Foundation - Programming Schedule

The meeting adjourned at 6:00 p.m.



CHAIRMAN



SECRETARY