

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

The Board of Trustees of Isothermal Community College met on Tuesday, November 12, 2002, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: Bobby England, Chairman; Elizabeth Owens, Jervis Arledge, Jimmy Tanner, Terry Hines, James Van Hecke, Douglas Pearson, Warren Carson, Ron Paris, James Hutchins, David Herndon and Gordon Scott. The following staff members were also present: Willard Lewis, Robert Harrison, Stephen Matheny, Catherine Bailey, Karen Noel and Ed Creasman. Chairman England called the meeting to order at 5:00 p.m.

Welcome and Oath of Office

Chairman England welcomed Douglas Pearson to membership on the Board of Trustees. Catherine Bailey, Notary Public, administered the Oath of Office to Dr. Pearson, who was appointed by the Rutherford County Commissioners to fill the unexpired term of James Perry. Dr. Pearson's Oath of Office will be kept on file in the Office of the President.

Approval of Minutes

A motion was made by Ron Paris, seconded by Jimmy Tanner, to approve the minutes of the regular meeting of August 13, 2002, with the following amendments:

1. Under A-1, Board of Trustees Committee List, remove Bobby England's name from Nominating Committee. His name was listed twice.
2. Under Business Affairs - Non-resident students will pay \$190.75 per credit hour (an increase of \$173.25) The increase should have read \$17.50.

The motion, with the two amendments, was unanimously approved.

President Lewis informed the board that he had conferred with the System Office to determine whether or not David Herndon and Bobby England were eligible to serve on the board since being elected to public office. The System Office's legal counsel stated that David Herndon could remain on the board through the remainder of his term (2005) but could not be re-appointed by the school board. Bobby England may serve on the board as long as he, and his appointing agency, chooses.

Resolution of Appreciation and Respect

A motion was made by Warren Carson, seconded by James Van Hecke, to approve a Resolution of Appreciation and Respect for James Perry; that the deep sympathy of each member of the Board of Trustees be extended to the family of James Perry; that this Resolution be included as a part of the minutes of this meeting as a permanent testimonial to the memory and high esteem in which James Perry was held; and that a copy of this Resolution be furnished to the members of the family of James Perry. This motion was unanimously approved. (Attachment 1)

Trustee Affairs

President Lewis informed the Board that some of the College's policies were outdated. He asked the board if it preferred to have the policies reviewed by the full board or refer them to a committee of the board for review. The consensus of the board was to have them reviewed by a committee and then brought back to the full board for approval.

Business Affairs

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 2002-2003 Rutherford and Polk County Budget Appropriations with the Board. (Attachments 2, 3, 4, 5, and 6)

Stephen Matheny reported that WNCW has a translator, located in the Charlotte area, which is in jeopardy because another radio station is moving to Charlotte. The radio station broadcasts at 100.9 mHz while WNCW's Charlotte translator is 100.7. WNCW is considering several options, including moving the translator to a new location and changing the translator frequency to 100.3. Those moves depend on several actions, including FCC approval. Approximately 50,000 listeners of WNCW in Charlotte have raised nearly \$13,000 to offset the cost of a study on how to keep the station signal on the air. President Lewis stated that no funds would come from the College's operating budget. Any costs of relocating the translator would come from money the radio station has generated.

Stephen Matheny announced that the design phase is finished for the renovation of the former Continuing Education Building. The architect is meeting in Raleigh to establish a pre-bid date, tentatively scheduled for November 26, 2002. If approved by State Construction, the bid date has been set for December 19, 2002. If the bid date is approved, it is anticipated that demolition and construction should begin in early February. Mr. Matheny stated that our target is to have the classroom and office space available for the fall semester.

A motion was made by Jervis Arledge, seconded by Elizabeth Owens, to approve the College Budget (DCC2-1 Form) State, Local and Institutional Budgets and to adopt the appropriate Budget Resolution for 2002-2003. The motion was unanimously approved (Attachment 7)

President Lewis announced that gifts, grants, and donations totaling \$111,791 have been received from August 1, 2002 through October 31, 2002. A motion was made by Doug Pearson, seconded by David Herndon, to accept these gifts and donations. The motion was unanimously approved. (Attachment 8)

A motion was made by Gordon Scott, seconded by James Van Hecke, to approve budget revisions as presented by President Lewis. (Handout)

The Board was presented a schedule of fees for testing conducted in the Materials Testing Lab. A motion was made by Ron Paris, seconded by Gordon Scott, to approve these testing fees. The motion was unanimously approved. (Attachment 9)

#### Academic Affairs

Robert Harrison announced the receipt of the Literacy Annual Data Report and Performance Indicators and Standards Report for 2001-2002. Dr. Harrison reported that 1,942 students were involved in literacy programming. Dr. Harrison stated that the College has reached and exceeded both North Carolina and U. S. Department of Education goals.

Karen Noel distributed and reviewed the North Carolina Community College System Performance Measures for Isothermal Community College. Dr. Noel stated that, over the past 30 years, the NCCCS has utilized numerous processes to ensure public accountability for state monies spent. These processes have included fiscal audits, program audits, institutional effectiveness plans and program review. Beginning with the 1999-2000 fiscal year, a new system of accountability based on 12 performance measures

has been implemented and will become the cornerstone of public accountability. Isothermal Community College is committed to using this new system to continuously improve the quality of programs offered. In 2002, Isothermal met 10 of the 12 performance measures and 5 of the 6 required measures, which qualifies the College for superior performance funding, qualifying the College for superior performance status. (Handout)

President Lewis announced that the State Board of Community Colleges directed the staff in the Division of Business and Finance to draft a policy regarding the approval of fees charged to students. After months of work the State Board approved a new policy. The intent of this policy is to clarify for college staff and program auditors the authority local boards of trustees have in setting fees. First, all fees currently classified as generic, specific, student activity, or parking, are no longer referred to as "Additional Fees." Henceforth, they are to be called "**Optional Fees.**" Colleges have the "option" of charging these fees. Second, all fees **currently** called generic or specific fees shall now be classified as "**Specific Fees.**" The rationale is that there has been a tremendous amount of confusion about the differences between the two. Henceforth, only the State Board will establish **system-wide** fees; local boards of trustees will establish specific fees, student activity fees, and parking fees, subject to any State Board established maximums. President Lewis reported that the local boards of trustees are to set and report **specific fees** annually to the State Board of Community Colleges. (Attachment 10)

A motion was made by Gordon Scott, seconded by Doug Pearson, to approve the College's Student Activity Fees in the amount of \$14.00 per semester. The motion was unanimously approved.

A motion was made by Warren Carson, seconded by James Hutchins, to approve the PBS Licensure Fee, in the amount of \$20.00, for students taking telecourses. This motion was unanimously approved.

A motion was made by Gordon Scott, seconded James Hutchins, to approve a Nursing Fee in the amount of \$56.00 per semester or \$224.00 for the length of the program. The motion was approved. (Attachment 11)

Personnel

President Lewis made the following personnel announcements:

1. Retirement of Catherine Jolley Bailey, Controller, effective January 1, 2003, with 30 years of service
2. Statement of Appointments for the following staff members:
  - a. Dennis Jones, Technical Coordinator/Announcer, WNCW, September 9, 2002 through June 30, 2003
  - b. Rhonda Wood, Director of Enrollment Management, November 1, 2002 through June 30, 2003
  - c. Amy Penson, Controller, November 12, 2002 through June 30, 2003
3. Resignation of Dr. Karen Noel, Director of Institutional Effectiveness and Research effective December 31, 2002

President Lewis announced the following events and holidays:

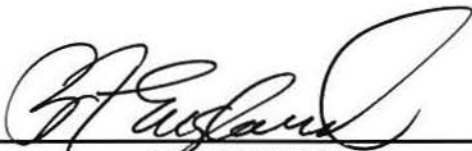
1. New Century Scholars Program Event — The Foundation, November 15, 2002, 6 p.m.
2. Thanksgiving Holidays  
(College Closed) November 27, 2002  
(Staff Leaves at 1:00 p.m.)  
November 28, 2002  
November 29, 2002
3. ICC Christmas Luncheon December 3, 2002  
(12 Noon)
4. Winter Holidays December 20, 2002  
(Staff Leaves at 1:00 p.m.)  
December 23, 2002\*  
December 24, 2002  
December 25, 2002  
December 26, 2002  
December 27, 2002\*\*  
December 30, 2002\*\*  
December 31, 2002\*\*
5. New Year's Holiday January 1, 2003  
(Return to Work January 2, 2003)

- \* December 23, 2002, taken in lieu of Memorial Day
- \*\* December 27, 28, 31, must be taken as earned vacation or earned compensatory leave

B. Cultural Events

1. Millennium Vaudeville, November 23, 7:30 p.m., The Foundation
2. A Tribute to Lewis Grizzard, January 24, 2003, 7:30 p.m., The Foundation
3. "Ain't Got Long To Stay Here" — A Tribute to Martin Luther King, Jr.  
February 7, 2003, 7:30 p.m., The Foundation
4. "Valentine's Day Concert" — Nnenna Freelon, February 14, 2003,  
8:00 p.m., The Foundation

The meeting adjourned at 6:15 p.m.



CHAIRMAN



SECRETARY