

ISOTHERMAL COMMUNITY COLLEGE  
MEETING OF BOARD OF TRUSTEES  
MAY 13, 2003

The Board of Trustees met on Tuesday, May 13, 2003, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: Elizabeth Owens, Warren Carson, Jervis Arledge, Douglas Pearson, David Herndon, Ron Paris, James Hutchins, Sue Cochran, Terry Hines, Gordon Scott and Jimmy Tanner. The following staff members were present: Willard Lewis, Robert Harrison, Stephen Matheny, Amy Penson, Bruce Waddingham, Scott Scheer. Jean Gordon with *The Daily Courier* was also present. In the absence of Chairman Bobby England, Vice Chairman Elizabeth Owens called the meeting to order at 5:10 p.m.

Approval of Minutes

A motion was made by Jimmy Tanner, seconded by David Herndon, to approve the minutes of the regular meeting of February 11, 2003. The motion was unanimously approved.

Trustee Affairs

Stephen Matheny reported that the Polk County Commissioners provided a survey of the property on the Isothermal Community College Polk Campus, of which they would like to have 4.48 acres to build a Polk County Library. Mr. Matheny stated that the Facilities Committee has met several times and discussed the college's options. A motion was made by Gordon Scott, seconded by Jervis Arledge, to give the 4.48 acres of land adjoining the ICC Polk Campus back to the Polk County Commissioners, since it is no longer needed by the college, using the quit claim deed. The motion was unanimously approved.

A motion was made by Jervis Arledge, seconded by Ron Paris, to go into closed session to discuss the performance and contract renewal of a specific employee. This motion was unanimously approved.

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

Elizabeth Owens, Chairman of the Personnel Committee, reported that the President's evaluations were above average with a score of 4.5 out of a possible 5.0. A motion was made by Jervis Arledge, seconded by David Herndon, that the board accept this report and that a copy of President Lewis' evaluation be mailed to State President Martin Lancaster, as required by law. The motion was unanimously approved.

A motion was made by Gordon Scott, seconded by David Herndon, to renew President Lewis' contract for three years, beginning 2004 and extending through 2007. This motion was unanimously approved.

Gordon Scott, Chairman of the Nominating Committee, nominated the following slate of officers for 2003-2004:

Chairman	Elizabeth Owens
1 <sup>st</sup> Vice Chairman	Warren Carson
2 <sup>nd</sup> Vice Chairman	Ron Paris
Secretary	Terry Hines

Nominations were requested from the floor. There being none, nominations were closed. A motion was made by Gordon Scott, seconded by Jervis Arledge, to approve the slate of officers as recommended by the Nominating Committee. This motion was unanimously approved.

#### Business Affairs

David Gordon, Station Manager of WNCW, announced that the recommendation from Public Radio Capital Consult is that WNCW identify and pursue the acquisition of a full-power radio station in Charlotte, since the current translator is due to be knocked off the air because of a move by another commercial radio station which takes precedence over translators. Mr. Gordon further stated that WNCW has a listening audience of approximately 50,000, in Charlotte with 800 members who contribute \$30,000 – \$40,000 per year. Mr. Gordon stated that most of the stations for sale, at a price WNCW can afford, are AM stations. Because of the expense, the radio station would be purchased by Public Radio Capital and WNCW would run the radio station under a lease/purchase option. Public Radio Capital has stated that they feel we have an excellent opportunity to expand our service in Charlotte if the funds can be raised to support the effort. President Lewis stated that the college had accepted the report but had taken no action and that he would feel more comfortable about the situation if he were more certain that the radio station was operating at full effectiveness.

President Lewis announced that the recent program audit conducted at Isothermal Community College for the review period Spring Semester 2001 through Spring Semester 2002 revealed no audit exceptions or concerns for the classes and programs

reviewed. Dr. Lewis stated that the staff was commended for the excellent manner in which it followed the record keeping procedures prescribed by the State Board of Community Colleges.

Stephen Matheny reported that the renovation of the former Continuing Education Building began on March 24, 2003. The first progress meeting was held around mid-April with 20% completion reported, and that the completion date has been set for the middle of August. Mr. Matheny further stated that Boney Architect had begun the "program process" for the Materials Testing Training Center. The goal of that process is to develop a program document that describes the building's function, quantifies the spaces needed, identifies particular room requirements, and assembles everything into the college's budget. The next architectural meeting will be held on May 27<sup>th</sup>.

President Lewis reported that the college has reverted a total of 5 % of its state funds for the current fiscal year. These funds have been held in a reserve which was made possible by not filling faculty and staff positions. The budget issue is compounded by the fact that operating funds for the month of May have been reduced by 12% and a 25% reduction is anticipated for June. These reversions and reductions have been made in an effort to help the state meet a \$283 million shortfall in this year's budget and to provide as big a cushion as possible for carry forward into the next fiscal year.

Finance Committee Chairman Jervis Arledge reported that the college was seeking a 3.54 % increase in the Rutherford County budget, due mainly to the increase in employee benefits and the increase in insurance costs. Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Gordon Scott, to approve the draft copy of the proposed Rutherford County budget request in the amount of \$1,457,702, for current expense and capital outlay. The motion was unanimously approved. (Attachment 1)

Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Gordon Scott, to approve the draft copy of the Polk County proposed budget request in the amount of \$100,168. This motion was unanimously approved. (Attachment 2)

President Lewis announced that gifts, grants, and donations totaling \$42,321 have been received from February 1, 2003 through April 30, 2003. A motion was made by Jervis Arledge, seconded by David Herndon, to accept these gifts and donations. The motion was unanimously approved. (Attachment 3)

A motion was made by Sue Cochran, seconded by Warren Carson, to approve the budget revisions as presented by President Lewis. This motion was unanimously approved.  
(Attachment 4)

Ron Paris asked Vice Chairman Owens if he could re-visit one of the items on the agenda, Public Radio Capital Consult. Mr. Paris asked President Lewis if the college had received any reports from the FCC or other parties involved regarding the investigations into WNCW. President Lewis stated that the college had received oral communication from the state auditors but were told there would be no written report because there were no findings.

A motion was made by Ron Paris, seconded by Jimmy Tanner, directing President Lewis, in consultation with whomever he deems necessary, to prepare a report outlining all of the short-term and long-term options that the board, as license holder, has in considering and in structuring a sound future for the college and the radio station with each other and with the community and that the board schedule a special meeting to receive and review that report in order to give full attention to this matter. The motion was unanimously approved.

#### Academic Affairs

Robert Harrison announced that the college met the March 15, 2003, deadline for submitting an application to the Kate B. Reynolds Charitable Trust Fund for a grant to help expand the ADN Program to an evening and weekend program. If this is successful over the next two years, the college will increase its nursing graduates from 50 to 90 per year. Dr. Harrison stated that the college will be notified either late May or early June if it has been selected to receive a grant.

#### Personnel

President Lewis announced the retirement of Dianne Clayton, Bookkeeper, effective August 1, 2003, with 27 years of service.

A motion was made by James Hutchins, seconded by Warren Carson, to approve a maternity leave for Donna Hood, March 18, 2003 through May 16, 2003. The motion was unanimously approved.

Other Business

President Lewis made the following announcements:

1. Adult/High School Graduation, Tonight, 7:30 p.m. The Foundation
2. Summer Registration - May 14, 2003
3. Summer Operation Hours for College — May 26, 2003 through August 4, 2003
4. Independence Day - July 4, 2003
5. Board of Trustees' Meeting — August 12, 2003

The meeting adjourned at 6:32 p.m.

  
CHAIRMAN

  
SECRETARY