

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
AUGUST 26, 2003

The Board of Trustees of Isothermal Community College met on Tuesday, August 26, 2003, in Seminar A of The Foundation. The following trustees were present: Elizabeth Owens, Chairman; Ron Paris, Warren Carson, Jimmy Tanner, James Hutchins, Terry Hines, Jervis Arledge, Ken Hankinson, Doug Pearson, Bobby England, Gordon Scott and Stephanie Langley, Student Government Association President. The following staff members were present: Willard Lewis, Robert Harrison, Stephen Matheny, Amy Penson, Bruce Waddingham and Scott Scheer. Others present were: Sam Craig, College Attorney; Mike Gavin, **The Daily Courier**; Tracy Rose, **Mountain Express**; Mary Jedlicka, WLOS TV; and Mike Benzie, **The Asheville Citizen Times**. Approximately 45-50 guests were also in attendance. Chairman Owens called the meeting to order at 5:03 p.m.

Approval of Minutes

A motion was made by Jimmy Tanner, seconded by James Hutchins, to approve the minutes of the regular meeting of May 13, 2003, and the called meeting of August 12, 2003. The motion was unanimously approved.

Trustee Affairs

Chairman Owens announced the resignation of Trustee James Van Hecke. Mr. Van Hecke, who was appointed by the Governor, stated that his current business obligations precluded him from being an active member. Ms. Owens expressed appreciation for Mr. Van Hecke's contributions to the board.

Chairman Owens announced the following committee appointments for 2003-2004:
(A-1)

OFFICERS

Elizabeth Owens
Warren Carson
Ron Paris
Terry Hines

Chairman
First Vice Chairman
Second Vice Chairman
Secretary

EXECUTIVE COMMITTEE

Elizabeth Owens, Chairman
Terry Hines
Bobby England, Past Chairman

Warren Carson
Ron Paris

FACILITIES COMMITTEE
(Buildings & Grounds Committee)

Kenny Hankinson, Chairman
Gordon Scott
Elizabeth Owens, Ex Officio

Sue Cochran
Jimmy Tanner

SUBCOMMITTEE FOR ARTS

David Herndon, Chairman
Elizabeth Owens, Ex Officio

New Trustee
Warren Carson

FINANCE COMMITTEE

Jervis Arledge, Chairman
Jimmy Tanner
Elizabeth Owens, Ex Officio

Warren Carson
Terry Hines

LONG RANGE PLANNING COMMITTEE

Terry Hines, Chairman
Ron Paris
Elizabeth Owens, Ex Officio

David Herndon
Sue Cochran

NOMINATING COMMITTEE

Gordon Scott, Chairman
Warren Carson
Elizabeth Owens, Ex Officio

Bobby England
Jervis Arledge
David Hernson

CURRICULUM COMMITTEE

James Hutchins, Chairman
Doug Pearson
Elizabeth Owens, Ex Officio

Ron Paris
Terry Hines
SGA President

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PERSONNEL COMMITTEE

Ron Paris, Chairman
Bobby England
Elizabeth Owens, Ex Officio

Gordon Scott
David Herndon

BY-LAWS COMMITTEE

Doug Pearson, Chairman
Jervis Arledge
Elizabeth Owens, Ex Officio

James Hutchins
Kenny Hankinson
Ron Paris

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

A motion was made by Doug Pearson, seconded by Terry Hines, for President Lewis to draft a letter to the North Carolina Association of Community College Trustees requesting that Bobby England, Sue Cochran, Kenneth Hankinson and James Tanner be excused from attending an orientation session for new trustees as required by the Legislature. The motion was unanimously approved.

After initiating a discussion on President Lewis' Report on WNCW, Dr. Lewis amended the report and informed the Board that the College received an offer to purchase WNCW from Preserve WNCW for \$1.5 million. A motion was made by Jervis Arledge, seconded by Doug Pearson, that the Board of Trustees retain the license to and ownership of Radio Station WNCW as set forth under the guidelines as contained in Dr. Lewis' report to the Board. This motion was unanimously approved.

Stephen Matheny reported that the renovation of the former Continuing Education Building, was completed last Friday and that furniture and personnel are being moved into that building. The building will house the IT Department as well as three general classrooms.

Stephen Matheny reported that Boney Architects are working on a design for the Materials Testing Facility. A few preliminary meetings have been held during the programming stage and the committee will continue meeting until we get to the schematic stage.

President Lewis announced the tuition rate schedule effective fall semester 2003. Dr. Lewis reported that tuition has increased from \$34.25 per credit hour last year to \$35.50 per credit hour this year. Dr. Lewis stated that he is concerned because tuition has increased 33 % over the past three years. Dr. Lewis further stated that if this trend continues, tuition may not be affordable to all North Carolinians. Dr. Lewis reminded everyone that tuition rates are set forth by the North Carolina General Assembly and are the same at all community colleges in the state.

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 2003-2004 Rutherford and Polk County Budget Appropriations with the Board. (Attachments 3, 4, 5, 6, and 7)

A motion was made by James Hutchins, seconded by Terry Hines, to approve the College Budget (DCC2-1 Form) State, Local and Institutional Budgets and to adopt the appropriate Budget Resolution for 2003-2004. The motion was unanimously approved. (A-8)

A motion was made by Terry Hines, seconded by Gordon Scott, to approve the following fee schedule:

• Telecourse PBS Fee	\$22.00
• Licensed Practical Nurse Tutorial/Testing	\$60.00
• Associate Degree Nursing Tutorial/Testing	\$56.00
• Student Activity Fee	\$14.00
• Instrom Testing (1-10 samples)	\$57.00 - \$250.00
• Special Set Up	\$50.00
• Extended Analysis Reports	\$50.00
• Other Test Specialties	Quote By Case
• Cosmetology Patron Fees (Attachment)	

This motion was unanimously approved. (Attachment 9)

President Lewis announced that gifts, grants, and donations totaling \$23,217 have been received from May 1, 2003 through July 31, 2003. A motion was made Terry Hines, seconded by Warren Carson, to accept these gifts and donations. The motion was unanimously approved. (Attachment 10)

President Lewis announced that a collection of art work, appraised at \$62,305.00, has been donated by Andrew and Flora Major, former residents of Rutherford County. President Lewis stated that all of the collection, which will be housed in the library, is not on display pending the arrival of display cases. Dr. Lewis stated that the College is very fortunate to have this art collection and to be able to make it available to the public. Dr. Lewis further stated that the art pieces, comprised of paintings and African, Columbian and Japanese art pieces can enrich the cultural diversity of the campus. A motion was made by Gordon Scott, seconded by Warren Carson, to accept the art collection. This motion was unanimously approved.

Academic Affairs

President Lewis announced that Supplemental Instruction opportunities were offered to thirteen sections of seven classes during the spring semester. In every instance students voluntarily participating in the Supplemental Instruction Program out performed their classmates who did not participate. The reason we are so committed to this program is that it helps us reduce attrition rates in those classes which we know have typically been difficult and typically sorted students out. It is not our mission to sort students out but to help students become successful. (Attachment 11)

President Lewis reviewed the North Carolina Community College Critical Success Factors for the Year 2000 – 2001. Dr. Lewis reported that Isothermal Community College met four of the six critical success factors. An institution must meet five of the six to be considered an institution of distinction. Dr. Lewis stated that we had difficulty on Passing Rates on Licensure Certification Exams but that none of the rates on Licensure Certification Exams came in curriculum areas of the college. Basically the problem areas are in the EMT Program. The other area was in the Performance of College Transfer Students. Students are counted in a transfer even if they took one class with us while in high school. They are placed in the category of having taken between 3 and 24 hours. Students who actually graduated from Isothermal Community College acquitted themselves very well at their transfer institutions. (Attachment 12)

President Lewis announced that last year, for the first time, Isothermal Community College participated in the *Community College Survey of Student Engagement (CCSSE)*. CCSSE was created to help community college students assess the quality of education at their institutions. Surveys report student feedback on topics such as an institution's use of collaborative learning methods, the level of academic challenge and the extent to which students and faculty interact. The survey also will be used to develop benchmarks aimed at helping colleges identify areas for improvement. Dr. Lewis reported that the survey indicated that Isothermal Community College's means were significantly higher than other small 2003 CCSSE schools. In the Areas for Improvement, Dr. Lewis stated that the survey indicated that there were no items where Isothermal Community College scored significantly lower than other small 2003 CCSSE colleges. (Attachment 13)

President Lewis announced that several years ago \$25,000 was raised on four different occasions for Endowed Chairs for Professional Development. Those Endowed Chairs are awarded every other year to faculty who have distinguished themselves not only in the classroom but in service to the institution. This year Kim Gold was awarded the Ivy and Ree W. Cowan Endowed Chair for Professional Development in Business Sciences and Gerri Dobbins was awarded the Mary Hart Roberts Endowed Chair for Professional Development in Arts and Sciences.

President Lewis announced the establishment of a Writer-In-Residence Program. This program is to encourage intellectual efforts through recognizing serious academic and/or creative writers among faculty and staff who are publishing their work primarily through non-commercial or low return venues. The program also makes a statement about the college's quest for excellence, its mission to improve life through learning, and its reputation for fostering professional development. Suggested benefits to Writers-In-Residence include a reduction in course load by one course per semester for faculty members named to this honor and a small stipend to help writers defray the costs attendant to writing for publication. Dr. Lewis stated that he was pleased to announce that Tommy Tucker and Kathy Ackerman have been named Writers-In-Residence for this year.

President Lewis reported that the College's application to the Kate B. Reynolds Charitable Trust, for a grant to help expand the ADN Nursing Program to evenings and weekends, was approved. The grant, in the amount of \$209,867, is for operating funds to expand the Associate Degree Nursing Program of the Foothills Nursing Consortium. The grant will be paid over two years on a basis of \$104,368 in 2003, and \$105,499 in 2004.

President Lewis announced that the College received approval from the North Carolina Board of Nursing for expansion of the Foothills Nursing Consortium Associate Degree Nursing Program. Approval for an additional 80 students for a total of 180 maximum is granted effective January 1, 2004. Approval is also granted for alternate scheduling of the current curriculum for day and evening/weekend scheduling. Both of these items will be submitted to the Education Committee for approval.

President Lewis announced that tuition assistance is granted to employees engaged in educational activities deemed beneficial to both the employee and the College. The purpose of the program is to assist employees in developing or improving competencies and skills directly related to their present jobs and to help defray employees' educational expenses. Assistance is used for the costs of tuition, registration fees and laboratory fees. A motion was made by Gordon Scott, seconded by Doug Pearson, to increase the amount of educational assistance from \$135.00 per semester or \$450.00 per year to \$200.00 per semester or \$600.00 per year. The motion was unanimously approved. (Attachment 14)

Personnel

President Lewis announced the following resignations:

- a. Mark Keefe, Program Director - WNCW, effective May 30, 2003
- b. Kathy Lindsey, Foothills Nursing Consortium, effective July 28, 2003
- c. Roger Davis, Director of Plant Operations and Maintenance, effective August 22, 2003

President Lewis announced that Statement of Appointments have been issued to the following personnel:

- a. Danielle Aley, Accounts Payable/Assistant Cashier, August 1, 2003 through June 30, 2004
- b. Matt Guffey, Supplemental Instruction Coordinator, August 11, 2003 through June 30, 2004

President Lewis reported that leave, without pay, had been granted to Kathy Rollins, Maintenance, effective through August 31, 2003. Leave, without pay, has also been granted to Scott Carroll, Maintenance, Family Medical Leave Act (FMLA).

A motion was made by Ken Hankinson, seconded by Jimmy Tanner, to approve contracts for the following personnel: (A-15)

- a. Peggy Blanton, Developmental Math Instructor, August 11, 2003 through May 11, 2004
- b. Brett Parker, History Instructor, August 11, 2003 through May 11, 2004
- c. Richard Childress, Accounting Instructor, August 11, 2003 through May 11, 2004
- d. Melanie Ashe, A.D.N. Foothills Nursing Consortium, September 2, 2003 through May 11, 2004
- e. Susan Benefield, A.D.N. Foothills Nursing Consortium, September 2, 2003 through May 11, 2004

A motion was made by Ron Paris, seconded by Ken Hankinson, to approve 9 and 12 month faculty for 2003 – 2004. The motion was unanimously approved. (A-16)

Other Business

A motion was made by Jervis Arledge, seconded by Gordon Scott, for the board to go into closed session to consult with the Board's Attorney in order to preserve the Attorney-Client privilege between the Attorney and Board relative to potential litigation by the Trustees and/or the College in accordance with G. S. 143.318.11 (a) (3) and that the Board Attorney, Sam Craig, President Bill Lewis, Glenda Scruggs, and Stephen Matheny remain for the closed session. The motion was unanimously approved.

A motion was made by Ron Paris, seconded by Gordon Scott, to return to open session. This motion was unanimously approved. No action was taken.

President Lewis made the following announcements:

- a. Labor Day Holiday - September 1, 2003
- b. *Carolina Pops Orchestra*, September 7, 2003, 3:00 p.m. Matinee - The Foundation
- c. Retirement Reception, October 7, 2003, 2:30 p.m. - The Foundation
- d. *Charlotte's Web*, October 14, 2003, 12 noon & 7:00 p.m.
October 15, 2003, 20:00 a.m. & 12 noon - The Foundation
- e. *Kathy Mattea*, October 17, 2003, 7:30 p.m. - The Foundation
- f. *Laura Ingalls Wilder - Growing Up On The Prairie*, October 27, 2003, 10:00 a.m. & 12 noon - The Foundation

g. *Silent Film Fest*, November 1, 2003, 7:30 p.m. - The Foundation

President Lewis announced the following Board meeting dates for 2004:

Tuesday, February 10, 2004
Tuesday, May 11, 2004
Tuesday, August 10, 2004
Tuesday, November 9, 2004

(The next Board of Trustees' Meeting - Tuesday, November 11, 2003)

The meeting was adjourned at 7:40 p.m.


CHAIRMAN


SECRETARY