

ISOTHERMAL COMMUNITY COLLEGE
JOINT MEETING OF
RUTHERFORD COUNTY COMMISSIONERS
RUTHERFORD COUNTY BOARD OF EDUCATION
ISOTHERMAL COMMUNITY COLLEGE BOARD OF TRUSTEES
FEBRUARY 10, 2004

The Isothermal Community College Board of Trustees met jointly with the Rutherford County Commissioners and the Rutherford County Board of Education on Tuesday, February 10, 2004, in Seminar "A" of The Foundation. The following trustees were present: Elizabeth Owens, Chairman; Jervis Arledge, Jimmy Tanner, Doug Pearson, David Herndon, Ron Paris, Gordon Scott, James Hutchins, and Stephanie Langley, Student Government Association President. Staff members present were: Willard Lewis, Robert Harrison, Stephen Matheny, and Glenda Scruggs.

The following members of the Board of Education were present: David Herndon, Chairman; Gail Parton, John Mark Bennett, Clarence Campbell, Ronnie Holland, and Rick Henson. Others present were: Donna Peters, Robin Davis, Pam Hutchins and Pat Morgan.

The following members of the Rutherford County Commissioners were present: Charles Hill, Chairman; Chivous Bradley, Paul McIntosh, Amanda King, and Brent Washburn. Others present were: John Condrey and Hazel Haynes.

Jean Gordon with **The Daily Courier** was also present.

Chairmen Charles Hill, David Herndon, and Elizabeth Owens called their respective boards to order.

Chairman Hill welcomed everyone and introduced Dr. Donna Peters, Superintendent of Rutherford County Schools. Dr. Peters distributed Pathways to College and Career Success, as well as graduation requirements, for the three area high schools. The four avenues of study at the area high schools include Career Prep, College Prep, College/University Prep, and Occupational. Pathways available at the high schools include agriculture and natural resources, biological and chemical technologies, business technologies, commercial and artistic production, construction and engineering technologies and health sciences. Dr. Peters stated that three new career options are in the works for next year. They are auto service, food services, and nurse certification.

President Lewis distributed brochures on existing vocational and technical programs at Isothermal Community College. In North Carolina, as well as nationally, there will be an increased demand for skilled workers and workers who have completed education beyond the high school level. Dr. Lewis stated that the College and Rutherford County Schools are collaborating on efforts to develop an innovative high school that could

become a reality if funding is granted. Plans are for educators to visit the Career Center at Caldwell Community College where an innovative high school program already exists.

Chairman Hill stated that the County Commissioners are committed to do what they can in order to have a highly, qualified, capable work force. Dr. Peters expressed a willingness to work together among the leaders to provide the best for the students. Dr. Lewis stated that there are many opportunities for the students in this county.

The meeting was adjourned.


CHAIRMAN


SECRETARY

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
FEBRUARY 10, 2004

The Board of Trustees of Isothermal Community College met on Tuesday, February 10, 2004, in the Management Seminar Room of the Business Sciences Building. The following trustees were present: Elizabeth Owens, Chairman; Jervis Arledge, Doug Pearson, David Herndon, Kenneth Hankinson, Ron Paris, Terry Hines, James Hutchins, Sue Cochran, Gordon Scott, Benny Smith and Jimmy Tanner. Staff members present were: Willard Lewis, Robert Harrison, Stephen Matheny, Amy Penson, Bruce Waddingham, John Quinley, Fred Bayley, Scott Scheer and David Gordon. Jean Gordon with **The Daily Courier**; Sam Craig, College Attorney; and Linda Osbon were also present. Chairman Owens called the meeting to order at 5:00 p.m.

Welcome and Oath of Office

Chairman Owens welcomed John Benny Smith to membership on the Board of Trustees. Amy Penson, Controller, administered the Oath of Office to Mr. Smith, who was appointed by the Governor. Mr. Smith's Oath of Office will be kept on file in the Office of the President.

Approval of Minutes

A motion was made by James Hutchins, seconded by Ken Hankinson, to approve the minutes of the regular meeting of November 11, 2003. The motion was unanimously approved.

Address to the Board

The Board of Trustees allotted Linda Osbon three minutes to address the Board on concerns she has regarding the operation of radio station, WNCW. At the conclusion of the time allotted, Ms. Osbon requested additional time to complete her presentation. A motion was made by Jimmy Tanner, seconded by James Hutchins, to grant Ms. Osbon an additional two minutes to complete her presentation. The motion carried with one dissenting vote.

Trustee Affairs

A motion was made by James Hutchins, seconded by Terry Hines, to reaffirm the College Mission Statement. This motion was unanimously approved. (Attachment 1)

A motion was made by Gordon Scott, seconded by Sue Cochran, to approve the revisions to the Policies and Procedures Manual. The motion was unanimously approved. (Attachment 2)

Doug Pearson, Chairman of the By-Laws Committee, reported that due to inclement weather the revisions to the By-Laws were not distributed to the trustees within the 15 days called for by the present By-Laws. Dr. Pearson further stated that some other suggestions for changes and improvements to the By-Laws have been presented to the committee since they were distributed. A motion was made by Doug Pearson, seconded by Ken Hankinson, to table this item in order to give the By-Laws Committee ample time to make the suggested corrections. The revised By-Laws will be presented at the next regular trustees' meeting. This motion was unanimously approved.

A motion was made by Ken Hankinson, seconded by Benny Smith, to approve the Reciprocal Easement Agreement between Isothermal Community College - Polk Campus and Polk County. Stephen Matheny stated that the county plans to construct a public library building on property owned by the county and have asked to share the entrance area and parking areas located on college property. The motion was unanimously approved. (Attachment 4)

A motion was made by Sue Cochran, seconded by Doug Pearson, to approve a Joint Use Agreement between Isothermal Community College – Polk Campus and Polk County. Stephen Matheny stated that the College maintains a limited branch library at the Polk County campus. The College and the County desire a Joint Use Agreement wherein the Polk County Public Library shall house materials provided by the ICC Library in support of the research and training needs of the College's Polk County campus students. The Polk County Public Library will provide library services in support of a limited number of college courses offered at the Polk County campus. The agreement will in no way be construed as a joint college/public library. This motion was unanimously approved. (Attachment 5)

A motion was made by Benny Smith, seconded by Gordon Scott, to approve the North Carolina Special Warranty Deed. The motion was unanimously approved. (Attachment 6)

President Lewis announced that gifts, grants and donations totaling \$72,689.97 have been received from November 1, 2003 – January 31, 2004. A motion was made by Ken Hankinson, seconded by David Herndon, to accept these gifts and donations. The motion was unanimously approved. (Attachment 7)

A motion was made by David Herndon, seconded by Benny Smith, to approve budget revisions as presented. This motion was unanimously approved. (Attachment 8)

President Lewis announced that the North Carolina Community College System allocated \$5,223.00 to the Isothermal Community College's Small Business Center for the NOW Project. The NOW Project is designed to ensure that dislocated manufacturing workers in North Carolina are given opportunities to develop their own small business as an alternative to searching for another job. The program targets dislocated manufacturing workers in 15 counties that rank highest in the state in terms of manufacturing layoffs, unemployment, and manufacturing layoffs as a percentage of the labor force. The resources allotted to the College will be used to provide tuition assistance for those students that do not qualify for assistance through the federally funded Workforce Investment Act (WIA).

President Lewis reported on the regulations and findings of the 2003 Continuing Education Internal Audit Report (Accountability and Credibility Plan). Dr. Lewis shared copies of the Spring, Summer, and Fall Semester, 2003 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 Gordon Scott, seconded by Ken Hankinson, to reaffirm the Continuing Education Audit Criteria. A motion was made by Ken Hankinson, seconded by David Herndon, to approve the Continuing Education Internal Audit Report (accountability and credibility results). Both of these motions were unanimously approved. (Attachment 9)

Personnel

President Lewis announced the following retirements:

1. Burton Harris, Electrical/Electronic Technology Instructor, effective February 1, 2004, with 32 years of service
2. Betty Harris, Child Care & Teacher Associate Instructor, effective May 17, 2004, with 19 years of service

President Lewis announced the resignation of Amy Jones, Marketing and Communications Coordinator – WNCW, effective February 1, 2004.

A motion was made by Gordon Scott, seconded by Ron Paris, to approve a contract for Pamela Sain, ADN Instructor – Foothills Nursing Consortium, January 2, 2004 through May 17, 2004. This motion was unanimously approved. (Attachment 10)

A motion was made by Ken Hankinson, seconded by Sue Cochran, to approve the following Educational Leaves:

1. Myra Johnson, Educational Leave - Spring Semester, 2004
2. Deborah Palmer Crombez, Educational Leave – With Pay - June 7, 2004 through August 13, 2004
3. Tim Greene, Educational Leave – With Pay - May 18, 2004 through July 30, 2004

The motion was unanimously approved.

A motion was made by James Hutchins, seconded by Doug Pearson, to approve Letters of Intent for 2004-2005 Faculty. The motion was unanimously approved. (Attachment 11)

A motion was made by Ken Hankinson, seconded by Gordon Scott, to approve the revised Mission Statement for WNCW. This motion was unanimously approved. (Attachment 12)

WNCW Advisory Board Meeting Dates are as follows:

1. Monday, May 3, 2004, Isothermal Community College Campus
2. Monday, August 2, 2004, Isothermal Community College Campus
3. Monday, November 1, 2004, Isothermal Community College Campus

President Lewis made the following announcements:

1. February – Black History Month
2. February 12, 2004 - Professional Development Day, The Foundation
3. ICC Challenge Championship, March 2, 2004, Library Auditorium, 8:15 a.m. until 3:15 p.m.
4. ICC Golf Tournament, March 24, 2004, Apple Valley
5. Spring Holidays for Staff, April 9, 2004 through April 12, 2004
6. ICC Curriculum Graduation, May 17, 2004, 7:30 p.m.
7. ICC Adult High School/GED Graduation, May 18, 2004, 7:30 p.m.
8. Registration – Summer Semester, May 18, 2004

President Lewis announced the upcoming Cultural/Foundation Events:

1. "Summer of the Swans" – The Foundation, February 25, 2004, 10 a.m. and 12 noon
2. Traveling African American History Museum with Angela Jennings – Foundation Lobby, February 27, 2004, 9:00 a.m. – 7:00 p.m.
3. "Buffalo Soldier" – The Foundation, February 27, 2004, 10 a.m. and 7:00 p.m.
4. "The Big Adventures of Stuart Little" – The Foundation, March 11, 2004, 10 a.m. and 12 noon
5. Annual Poetry Slam with Musical Guests - Foundation Lobby, March 19, 2004, 7:00 p.m.
6. Doc Watson and David Holt – The Foundation, March 20, 2004, 7:30 p.m.
7. Writing Workshop (Writers-In-Residence with special guests), April 3, 2004, 10:00 a.m. until 5:00 p.m.
8. James Gregory – The Foundation, April 17, 2004, 7:30 p.m.
9. Spratt Literary Program featuring Ron Rash, April 23, 2004, Library Auditorium, 7:30 p.m.
10. Symphony of Rutherford County, May 3, 2004 - The Foundation, 3:00 p.m.
11. BoogieFest – The Foundation, May 8, 2004

The meeting adjourned at 5:55 p.m.


CHAIRMAN


SECRETARY