

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
MAY 11, 2004

The Board of Trustees of Isothermal Community College met on Tuesday, May 11, 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, Kenny Hankinson, Terry Hines, Warren Carson, James Hutchins, Benny Smith, Ron Paris, Gordon Scott, Jimmy Tanner and Sue Cochran. Staff members present were: Willard Lewis, Robert Harrison, Stephen Matheny, Bruce Waddingham, John Quinley, Russell Wicker, Amy Penson and Scott Scheer. Others present were: Sam Craig, College Attorney, and Jean Gordon with **The Daily Courier**. Chairman Owens called the meeting to order at 5:00 p.m.

Minutes

A motion was made Gordon Scott, seconded by Jimmy Tanner, to approve the minutes of the Joint Meeting between Isothermal Community College, the Rutherford County Commissioners and the Rutherford County Board of Education on February 10, 2004, with the following correction: The Chairman of the Rutherford County Board of Education is Dr. John Mark Bennett rather than David Herndon. The motion was unanimously approved.

A motion was made by James Hutchins, seconded by Ken Hankinson, to approve the minutes of the regular meeting of February 10, 2004. The motion was unanimously approved.

Address to the Board

Mr. Ted Bost of Hickory, North Carolina had requested to address the Board of Trustees but did not appear. A motion was made by Kenny Hankinson, seconded by Jimmy Tanner, to dismiss the attorney from the meeting and if Mr. Bost requested to be heard again, that he be instructed to go through the proper procedures for appearing before the board. The motion passed with Gordon Scott abstaining.

Trustee Affairs

Mr. Terry Hines reported that members of the Long Range Planning Committee of the Board of Trustees met with members of the Management Team to develop goals for the college over the next two years. In summer and early fall 2004, the college will develop action plans. Management Team members and their respective staffs will detail major activities, responsibilities, timelines, resource needs, and assessments. Action plans will then be prioritized and consolidated by the Management Team. The Board of Trustees will review the entire plan, and they will receive updates of progress at mid and year-end. The five specific goals that were developed will be forwarded to the Board of Trustees.

Kenny Hankinson, Chairman of the Facilities Committee, presented information on electronic signage. Mr. Hankinson reported that the electronic sign would transmit information about college activities and schedules as well as events scheduled at the Performing Arts Center. The cost averaging between \$55,000 and \$60,000 will be financed by the Stonecutter Foundation. Upon recommendation of the Facilities Committee, a motion was made by Kenny Hankinson, seconded by Gordon Scott, to accept the gift of an electrical sign to be placed on the bank next to Highway 74 By-Pass. This motion was unanimously approved.

Kenny Hankinson reported that the Facilities Committee discussed the design of the proposed Technical Training Center. Mr. Hankinson stated that due to economic development changes here in the county, the committee is looking at a different concept for the planned building that was to be utilized for a materials testing lab. President Lewis stated that in order to meet changing demands, flexibility in the building design is necessary. The Facilities Committee recommended that the number of proposed bays be reduced from three to one and that the available space be utilized for classrooms.

A motion was made by Jervis Arledge, seconded by Terry Hines, to go into closed session under provision 143-318.11 (a) 6 to discuss the performance of the president and that the Clerk to the Board remain in the meeting. The motion was unanimously approved.

A motion was made by Jervis Arledge, seconded by Gordon Scott, to go into open session. The motion was unanimously approved.

Ron Paris, Chairman of the Personnel Committee, reported that the recent presidential evaluations were excellent with President Lewis scoring an average of 4.5 out of a possible 5.0. Mr. Paris stated that the president should be commended for his excellent work and for his contribution to the college. A motion was made by Jervis Arledge, seconded by Gordon Scott, that the report be accepted and that a copy of the president's evaluation be mailed to the State President in Raleigh as required. This motion was unanimously approved.

President Lewis reported that the copy of a Memorandum of Agreement between Asheville-Buncombe Technical Community College and The Asheville-Buncombe Technical Community College Foundation, Inc. was a model to address one of the issues under SACS called Governance and Administration which states that the foundation and other corporate entities' primary purpose is to support the institution and/or its programs. Each institution is required by SACS to have a policy. President Lewis recommended

that the administration draft a policy and that the Executive Committee of the Board review the draft and present it to the board for approval at its August meeting. (Attachment 1)

President Lewis stated that the college began the SACS process in January, 2004. The process has changed considerably in that the process previously was faculty driven and now it is driven by administration. President Lewis stated that faculty, staff and trustees will be given every opportunity to review the work done by the administration in responding to the compliance of SACS. The compliance report, which is due April, 2005, will go to SACS who then sends the report to an Off-Site Review Committee. The Off-Site Review Committee will review our document to determine if we are indeed compliant. That committee will submit their report to an On-Site Review Committee who will look at the areas questioned by the Off-Site Committee. The On-Site Committee Visit is scheduled for Fall, 2005. A part of this visit will be to review the college's Quality Enhancement Project (QEP) which is an element of the reaffirmation process.

Minutes from the WNCW Community Advisory Board meeting of February 17, 2004, were distributed. (Attachment 2-a) The Spring 2004 Pledge Drive Analysis for WNCW was also distributed. (Attachment 2-b)

Upon recommendation of the By-Laws Committee, a motion was made by Doug Pearson, seconded by Jervis Arledge, that the revised By-Laws of the Board of Trustees be approved as distributed on April 16, 2004. The motion was unanimously approved.

Upon recommendation of the Nominating Committee, a motion was made by Gordon Scott, seconded by Doug Pearson, to approve the following slate of officers for 2004 – 2005:

Chairman	Elizabeth Owens
First Vice Chairman	Warren Carson
Second Vice Chairman	Ron Paris
Secretary	Terry Hines

This motion was unanimously approved.

Business Affairs

President Lewis announced that the college has 1,519 items on the equipment inventory list with a cost of \$4,382,356. Four of those items or 0.26% have been reported as lost or stolen for a total of \$9,317. President Lewis stated that the system's averages for losses were determined to be 0.15% for the number of items lost or stolen. President Lewis further stated that the college's average is slightly above the system average.

President Lewis announced that the fieldwork in connection with the State's review of the College's financial statements for the year ended June 30, 2003, disclosed no instances of noncompliance and no weaknesses in internal control considered reportable under Government Auditing Standards.

Jervis Arledge, Chairman of the Finance Committee, reported one change in the proposed Rutherford County Local Budget request. Mr. Arledge recommended that the president's salary supplement, funded by the county, be increased by \$10,000. Mr. Arledge reported that President Lewis' current local supplement is the second lowest in the state's community college system. After discussion and upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by David Herndon, to approve the Rutherford County Local Budget request for 2004-2005 and to request that the Rutherford County Commissioners supplement the president's salary in the amount of \$10,000 plus fringes. The motion was unanimously approved. (Attachment 3)

Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Gordon Scott, to approve the Polk County Local Budget request for 2004-2005. The motion was unanimously approved. (Attachment 4)

President Lewis announced that gifts, grants and donations totaling \$59,393 were received from February 1, 2004 through April 30, 2004. A donation, in the amount of \$13,200, should be deleted because it is designated for The New Century Scholars Program in the ICC Foundation. A motion was made by Terry Hines, seconded by Kenny Hankinson, to accept these gifts and donations. The motion was unanimously approved. (Attachment 5)

A motion was made by David Herndon, seconded by Sue Cochran, to approve a budget revision in the amount of \$16,005 for HRD Career Start Grant. This motion was unanimously approved. (Attachment 6)

A motion was made by Gordon Scott, seconded by Kenny Hankinson, to allot \$13,750 to hire an engineer to study the campus underground wiring. The motion was unanimously approved.

Academic Affairs

President Lewis reported on tests scores for the Cosmetic Arts Exam – 100% passing rate, the ADN Nursing Exam – 98% passing rate, and the LPN Nursing Exam – 97% passing rate. Dr. Lewis stated that these students should be proud of their accomplishments and that they were fortunate to have had the high level of instruction which prepared them for licensure.

A motion was made by Warren Carson, seconded by Gordon Scott, to approve Educational Leave, With Pay, for Kim Gold, June 7, 2004 through August 5, 2004.

Robert Harrison stated that the Foothills Nursing Consortium Associate Degree Nursing Program Agreement was initiated in 1990 with the inception of the ADN Program. The only correction to the policy is the addition of I. I. which states the following:

In the event a member college elects to withdraw from the consortium, notification will be submitted to the Executive Committee. Such notice must be provided a minimum of three years in advance of the effective date to allow adequate time for realignment of services to consortium staff and students.

A motion was made Kenny Hankinson, seconded by James Hutchins, to approve the Foothills Nursing Consortium Associate Degree Nursing Program Agreement as revised. This motion was unanimously approved. (Attachment 7)

Personnel

President Lewis announced the following retirements:

1. Robert Bidwell, Criminal Justice Instructor, retiring June 30, 2004, with seven years of state service
2. Robert Harrison, Vice President of Academic and Student Affairs, retiring November 1, 2004, with 17 years of state service

President Lewis announced the following resignations:

1. Martha Bradley-Jones, Community Affairs Coordinator – WNCW, effective May 14, 2004
2. Kristi Sanborn, Biology Instructor, effective May 17, 2004
3. Rhonda Wood, Director of Admissions/Enrollment Management, effective May 31, 2004

A motion was made by Terry Hines, seconded by Warren Carson, to approve contracts for the following personnel: (A-8)

1. Glen Gibert, Electrical/Electronic Technology Instructor, August 1, 2004 through May 16, 2005
2. Carl Jackson, Criminal Justice Instructor, August 1, 2004 through May 16, 2005
3. Erin Strickland, Early Childhood Instructor, August 1, 2004 through May 16, 2005

The motion was unanimously approved.

Other Business

President Lewis made the following announcements:

1. Curriculum Graduation, May 17, 2004, 7:30 p.m. - The Foundation, with Dr. Bobby F. England, Speaker
2. Adult High School Graduation, May 18, 2004, 7:30 p.m. - The Foundation, with Dr. Robert Harrison, Speaker
3. Summer Operation Hours for College - May 31, 2004 through August 9, 2004
4. Independence Day - July 5, 2004
5. Board of Trustees' Meeting, August 10, 2004

Copies of the *Community College Laws of North Carolina* were distributed to Board members.

The meeting was adjourned at 7:00 p.m.



CHAIRMAN



SECRETARY