

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

The Board of Trustees of Isothermal Community College met on Tuesday, August 10, 2004, in the Management Seminar Room of the Business Education Building. The following trustees were present: Elizabeth Owens, Chairman, Jervis Arledge, Bobby England, Jimmy Tanner, Doug Pearson, Terry Hines, Ron Paris, Sue Cochran, David Herndon, James Hutchins, Warren Carson, and Kenny Hankinson. Staff members present were: Willard Lewis, Robert Harrison, Stephen Matheny, Amy Penson, Fred Bayley, and Scott Scheer. Elizabeth Sherman with **The Daily Courier** was also present.

Administration of Oath of Office

Amy Penson, Notary Public, administered the Oath of Office to Elizabeth Owens, who was re-appointed to the Board of Trustees by the Rutherford County Commissioners. Ms. Owens' term will expire on June 30, 2008. Gordon Scott, who was unable to attend the meeting, was re-appointed by the Rutherford County Board of Education. Mr. Scott will be sworn in at the next meeting. Each Trustee's Oath of Office will be kept on file in the Office of the President.

Approval of Minutes

A motion was made by Kenny Hankinson, seconded by Warren Carson, to approve the minutes of the regular meeting of May 11, 2004. The motion was unanimously approved. A motion was made by Terry Hines, seconded by Kenny Hankinson, to approve the minutes of the budget meeting between Isothermal Community College and the Rutherford County Commissioners on May 14, 2004. The motion was unanimously approved.

Trustee Affairs

Ron Paris, Chairman of the Personnel Committee, reported that the Personnel Committee received a request, from a former employee, for a hearing to appeal the College's decision not to renew their contract. Mr. Paris stated that after a review and discussion of the evidence submitted by the employee, the committee denied the employee's request for a hearing.

President Lewis presented the Strategic Plan to the Board and responded to a number of questions that arose. (A-1)

Chairman Owens announced the following committee assignments for 2004-2005: (A-2)

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  
Bobby England  
Elizabeth Owens, Ex Officio

Benny Smith  
Ron Paris  
David Herndon

SUBCOMMITTEE FOR ARTS

David Herndon, Chairman  
Doug Pearson  
Elizabeth Owens, Ex Officio

Benny Smith  
Sue Cochran  
Jimmy Tanner

FINANCE COMMITTEE

Jervis Arledge, Chairman  
Warren Carson  
Elizabeth Owens, Ex Officio

Jimmy Tanner  
David Herndon  
Terry Hines

LONG RANGE PLANNING COMMITTEE

Terry Hines, Chairman  
Ron Paris  
Elizabeth Owens, Ex Officio

Benny Smith  
Sue Cochran  
James Hutchins

NOMINATING COMMITTEE

Gordon Scott, Chairman  
Warren Carson  
Elizabeth Owens, Ex Officio

Ron Paris  
Jervis Arledge  
David Herndon

CURRICULUM COMMITTEE

James Hutchins, Chairman  
Doug Pearson  
Elizabeth Owens, Ex Officio

Warren Carson  
Jimmy Tanner  
SGA President

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 were distributed. (A-3)

President Lewis announced that in order for the College to be in compliance with SACS requirements, an amendment to the Board of Trustees' Bylaws was necessary. Dr. Lewis proposed amending IV-C-4.g to read: "Provide direct supervision for all fundraising related to the college and its various entities." A motion was made by Doug Pearson, seconded by Bobby England, to amend the Board Bylaws to include this revision. The motion passed with Jervis Arledge and Kenny Hankinson voting no. (A-4)

President Lewis presented a proposed Memorandum of Agreement Between Isothermal Community College and The Isothermal Community College Foundation, Inc. and a proposed Memorandum of Agreement Between Isothermal Community College and The Polk County ICC Foundation, Inc. The agreements outline the College's responsibilities, the Foundation's responsibilities, mutuality of obligations and miscellaneous provisions. A motion was made by Bobby England, seconded by James Hutchins, to present the proposed agreements to the various foundations for approval at their next regularly scheduled meetings. The motion was unanimously approved. (A-5 and A-5a)

#### Business Affairs

President Lewis indicated that the College received very favorable news regarding the State appropriation for FY 2004-2005. The College will be able to extend salary increases of 4.5% to all employees paid from state funds. This increase is minimum in that further dealings with the budget may enable salary increases in excess of that amount. Dr. Lewis also reported special appropriations for the radio station and the Materials Testing Lab.

President Lewis shared the findings from the (Information System) IS Audit with the Board. The College has responded to the issues raised and made the appropriate changes. Further attention from the North Carolina Community College System is necessary to address all concerns.

President Lewis announced that gifts, grants, and donations, totaling \$23,458 were received from May 1, 2004 through July 31, 2004. A motion was made by Jervis Arledge, seconded by Warren Carson, to approve these gifts and donations. This motion was unanimously approved. (A-6)

A motion was made by Kenny Hankinson, seconded by Bobby England, to approve a budget reversion, in the amount of \$71,596, as required by the North Carolina Community College System. The motion was unanimously approved. (A-7)



A motion was made by Warren Carson, seconded by Kenny Hankinson, 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 (See Attached)	
• Leadership Rutherford (Continuing Education)	435.00
• Returned Check Fee (Business Office)	10.00

This motion was unanimously approved. (A-8)

President Lewis reported that according to North Carolina guidelines, student accounts that are classified as uncollectible after a year should be written off the books. Dr. Lewis presented accounts, in the amount of \$17,376.93, to be written off as of June 30, 2003. Dr. Lewis stated that students' accounts are flagged and they will be required to pay off any debt before they can register again. The accounts have been turned over to the North Carolina Department of Revenue and/or a state contracted collection agency for further collection attempts. A motion was made by Ron Paris, seconded by James Hutchins, to approve the write-off of these uncollectible accounts. The motion was unanimously approved.

Upon recommendation of the Facilities Committee, a motion was made by Kenny Hankinson, seconded by Warren Carson, to replace roofing on the Library and the Student Services/Gymnasium Building. Estimated cost of the roofing project is \$141,000 plus \$9,000 designer fees which totals \$150,000. These funds will be taken from bond money which has been set aside for the College's use. The motion was unanimously approved. (A-9)

Dr. Robert Harrison reported that 59 of the 60 New Century Scholars have successfully completed the first year of operation. There will be 65 students invited to become New Century Scholars this year with the additional five coming from Thomas Jefferson Classical Academy. Dr. Harrison extended an invitation to the trustees to attend the Induction for the New Century Scholars on September 14, 2004.

Dr. Harrison announced that Cleveland Community College was successful in making application to the Kate B. Reynolds Charitable Trust Fund for start up funds for a Surgical Technology Program. The Surgical Technology Program, which will be administered by Cleveland Community College in the Foothills Nursing Consortium, is a one-year diploma program that will prepare individuals to assist in the care of the surgical patient in the operating room and to function as a member of a surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions, prepare patients for surgery; and assist surgeons during operation. Five students from the Isothermal service area (Rutherford and Polk Counties) will be admitted for the first year of the program, 2004-05, with that number increasing to eight for 2005-06. A motion was made by Ron Paris, seconded by Warren Carson, to approve Isothermal Community College's participation in the Surgical Technology Program. The motion was unanimously approved. (A-11)

Dr. Harrison announced that Isothermal Community College is among eight colleges who are entering an agreement with Asheville-Buncombe Technical Community College who has a biotechnology program that is being implemented this fall. We are choosing to take a cooperative role in that program where our students will complete the first year and some elements of the second year here at Isothermal and the balance of the program will be at A-B Tech. Dr. Harrison stated that this does not require our initiating the program because we are doing this on a cooperative arrangement as opposed to a consortium arrangement.

President Lewis stated that in order to be in compliance with the Program Audit, the College needed approval for an Inclement Weather Policy which states that in the event curriculum classes are canceled due to inclement weather or emergencies, time missed shall be made up by alternate assignments and documented with the appropriate dean's/director's approval. A motion was made by Doug Pearson, seconded by Sue Cochran, to approve the Inclement Weather Policy as presented. This motion was unanimously approved. (A-10)

President Lewis announced the following resignations:

- a. Gerri Dobbins, English Instructor, effective July 30, 2004
- b. Melanie Ashe, ADN Nursing Instructor – Foothills Nursing Consortium, effective July 31, 2004
- c. William "Bill" McDaniel, Mechanical Drafting Technology Instructor, effective July 31, 2004

- d. Linda Kay Johnson, ADN Nursing Instructor – Foothills Nursing Consortium, effective August 11, 2004

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

- a. Crystal Scruggs, Underwriting Marketing Specialist, WNCW, effective March 29, 2004
- b. Maggie Killoran, Director of Enrollment Management, Student Services, effective June 1, 2004
- c. Kimberly Blanton, Counselor, Student Services, effective June 28, 2004
- d. Martin Anderson, WNCW Music Director, effective July 1, 2004
- e. Faith Davis, Coordinator Audience Support and Member Services, WNCW, effective August 2, 2004
- f. Shannon Putnam, Secretary to Director of Enrollment Management, Student Services, effective August 3, 2004

A motion was made by Jimmy Tanner, seconded by Doug Pearson, to approve contracts for the following personnel:

- a. Elisabeth Barrows, English Instructor, effective August 12, 2004
- b. Timothy DeBorde, Music/Humanities Instructor, effective August 12, 2004
- c. Jeremiah Councill, English Instructor, effective August 12, 2004
- d. Noelle Smith, Biology Instructor, effective August 12, 2004
- e. Carolyn Young, Broadcast Production Technology Instructor, effective August 12, 2004
- f. Melissa Quinley, Developmental Math Instructor, effective August 12, 2004

This motion was unanimously approved. (A-12)

A motion was made by James Hutchins, seconded by Warren Carson, to approve contracts for 9 and 12 month faculty for 2004-2005. The motion was unanimously approved. (A-13)



Other Business

President Lewis made the following announcements:

1. Fall Convocation – Faculty and Staff, August 12, 2004
2. Registration – Fall Semester, August 16-17, 2004
3. First Day of Classes, August 19, 2004
4. Labor Day Holiday - September 6, 2004
5. New Century Scholars Program Induction, Class of 2010,  
September 14, 2004
6. Rhonda Vincent and The Rage – Thursday, September 23, 2004, 7:30 p.m.  
The Foundation
7. WNCW Present “The Gospel Truth” with Blue Highway, The Primitive  
Quartet, and The Golden Valley Crusaders, Friday, October 29, 2004, 7:30  
p.m. – The Foundation
8. John Anderson, Saturday, November 13, 2004, 7:30 p.m. – The  
Foundation

President Lewis announced the following Board meeting dates for 2005:

Tuesday, February 8, 2005  
Tuesday, May 10, 2005  
Tuesday, August 9, 2005  
Tuesday, November 8, 2005

**(The next Board of Trustees’ Meeting – Tuesday, November 9, 2004)**

President Lewis stated that since the College has not received the state budget, a called meeting of the board will be held near the end of August or the first of September to consider its approval.

The meeting was adjourned at 6:15 p.m.

  
CHAIRMAN

  
SECRETARY