

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
NOVEMBER 9, 2004

The Board of Trustees met on Tuesday, November 9, 2004, in the "Blue Room" of the Business Sciences Building. The following trustees were present: Elizabeth Owens, Chairman; Warren Carson, Jervis Arledge, David Herndon, Benny Smith, Sue Cochran, Ron Paris, Kenny Hankinson, Gordon Scott and Jimmy Tanner. The following staff members were also present: Willard Lewis, Bruce Waddingham, Myra Johnson, Stephen Matheny, Amy Penson, John Quinley and Scott Scheer. Jean Gordon with **The Daily Courier** was also present.

Approval of Minutes

A motion was made by Kenny Hankinson, seconded by David Herndon, to approve the minutes of the regular meeting of August 10, 2004, and the called meeting of September 7, 2004. The motion was unanimously approved.

Trustee Affairs

President Lewis announced that 60 students were inducted into the New Century Scholars Program last year with 59 students still continuing to persist. No student has been dropped due to academic performance and no student has been dropped for failure to perform their civic responsibility as outlined in the program. There was one student dismissed for behavioral problems. This fall an additional 65 students were inducted into the program for a total of 124. Approximately \$150,000 has been raised to support this program.

John Quinley indicated that the college has nearly completed the compliance portion response to the Commission on Colleges. That report will be submitted in March and feedback will be received in May. The college is also making significant progress on the Quality Enhancement Project that is attendant to accreditation. That project is due in late July of 2005 and a visit to the campus is expected in September.

President Lewis stated that approval was granted at the Board of Trustees Meeting of August 10, 2004, to send A Memorandum of Agreement to the Isothermal Community College Foundation, Inc. and to the Polk County ICC Foundation, Inc. to be approved at their next regularly scheduled meeting. A motion was made by Jervis Arledge, seconded by Gordon Scott, to approve A Memorandum of Agreement Between Isothermal Community College and the Isothermal Community College Foundation, Inc. and A Memorandum of Agreement between Isothermal Community College and the Polk County ICC Foundation, Inc. upon deletion of item number 17 on Page 3. The agreement will be sent to The Foundation for their approval and signature. The motion was unanimously approved.

A motion was made by Gordon Scott, seconded by Warren Carson, to approve the Developmental Placement Policy. The Developmental Placement Policy states that degree seeking students must complete one or more developmental courses in the areas of English, reading or mathematics as a result of any one of the following reasons:

1. A scaled score below the cut-off scores established by the college on any of the ASSET or COMPASS placement tests (Writing Skills, Reading Skills, Numerical Skills, Elementary, Intermediate or College Algebra).
2. Referral by a faculty member to developmental courses when a student's work in curriculum courses demonstrates academic skill deficiencies in one or more of the areas of English, reading or mathematics.

Minimum cut-off scores have been established by the college. Students scoring below a minimum score in any one of the three areas must meet with the appropriate Student Affairs personnel to discuss their options. Developmental students failing to make academic progress may be dismissed from the program after failing the same course twice. Student appeals regarding this action may be directed to the Admissions Committee. Appeals will be reviewed based on the determination of the student's ability to benefit from continued study. This motion was unanimously approved. (Attachment)

Kenny Hankinson, Chairman of the Facilities Committee, reported that the facilities committee reviewed the proposed change for expanding the budget for roof renovation from \$150,000 to \$250,000 in response to the finding of asbestos in the library roof. Also, the committee recommended that Option 2-A be selected as an upgrade for the campus wiring system. The additional funding required to select this option is available through the 2000 bond funds. The County has committed \$150,000 of which 50% is available during the current fiscal year. Option 2-A will give the college a looped system with the ability to isolate and locate cable failures while minimizing downtime. Power can be re-routed and services would not be disrupted except for the area directly affected. Once the recommendation has been approved, Duke Power will prepare the final bid specifications and the project can proceed. Upon recommendation of the facilities committee, a motion was made by Kenny Hankinson, seconded by Ron Paris, to approve these recommendations. The motion was unanimously approved. (Attachment)

President Lewis reported that a motion was approved, at the August 10, 2004, board meeting, stating that the President “provide direct supervision for all fundraising related to the college and its various entities.” Dr. Lewis stated that after conferring with a SACS representative regarding this statement, it was confirmed that the intent of that statement was targeted toward fundraising internal to the institution. A motion was made by Ron Paris, seconded by Jervis Arledge, to rescind the motion of August 10, 2004, and substitute the following statement to be included in Board of Trustees By-Laws, Section IV-C-4):

“Provide direct supervision for all internal fundraising related to the college and its various entities.”

This motion was unanimously approved.

A motion was made by made by Kenny Hankinson, seconded by Warren Carson, to go into closed session to discuss possible land acquisition. After discussion, a motion was made by Jervis Arledge, seconded by Ron Paris, to return to open session. No action was taken.

Business Affairs

A motion was made by Gordon Scott, seconded by David Herndon, to approve the following Proposed Deferred Tuition Policy:

Tuition, registration fees and required academic fees are due and payable at the time of the student’s registration. However, the college shall grant a deferred payment option in emergency situations subject to the approval of the student Application for Deferred Payment. No application for deferred payment will be considered until the last day of registration. Approvals for deferment will be set forth in a contract stipulating the terms of payment and consequences of forfeiture. No contracts will be granted for a period greater than three weeks following the first day of the semester. Students with outstanding balances at the end of the three week period will be administratively withdrawn from classes. The deferred payment option is available to a student only one time in a two-year period. Final authority for granting deferred payments rests with the Controller.

No student shall be permitted to graduate or to register for a new semester unless payment of all outstanding fees has been received or has been guaranteed in writing by a financially responsible person or organization. The college shall withhold transcripts of grades pending resolution of the outstanding obligations.

This motion was unanimously approved. (Attachment)

President Lewis presented a list of returned checks and stated that according to North Carolina guidelines, the returned checks should be written off the books. They are to be classified as uncollectible. The student's account has been flagged and the student will be required to pay off any old debt before they can register for classes again or obtain a transcript. A motion was made by Benny Smith, seconded by Sue Cochran, to approve the write-off of these returned checks. The motion was unanimously approved. (Attachment)

President Lewis announced that gifts and donations totaling \$110,119 were received from August 1, 2004 through October 31, 2004. A motion was made by Kenny Hankinson, seconded by Warren Carson, to approve these gifts and donations. The motion was unanimously approved. (Attachment)

A motion was made by Warren Carson, seconded by Kenny Hankinson, to approve budget revisions as presented. The motion was unanimously approved. (Attachment)

Academic Affairs

President Lewis announced that the college was notified, on August 20, 2004, that the State Board of Community Colleges approved our curriculum program application for the diploma level of Surgical Technology (D45740). The college is offering Surgical Technology in a consortium arrangement with Cleveland Community College and McDowell Technical Community College. There are 15 slots in the program with each college in the consortium having five each. Dr. Lewis stated that this program was not advertised but our college, alone, received more than 600 letters of interest. This clearly demonstrates that healthcare is an area of interest and is considered a growth industry.

Personnel

President Lewis announced the following resignations:

1. Benjamin "Benjy" Humphries, Counselor Associate, effective September 10, 2004
2. Alison Dyer, Membership Director - WNCW, effective October 20, 2004

President Lewis announced that Statements of Appointment were issued to the following personnel:

1. Reagan Fischer, Financial Aid Specialist, October 4, 2004 through June 30, 2005
2. Kaili Lee, Testing and Career Services Specialist, October 12, 2004 through June 30, 2005
3. Jocelyn Little, Health Science Counselor Associate, October 25, 2004 through June 30, 2005
4. Myra Johnson, Vice President of Academic and Student Affairs November 1, 2004 through June 30, 2005
5. Terry McEntire, Teaching Assistant, November 1, 2004 through June 30, 2005

President Lewis announced that Pat Harris, HRD Coordinator, would retire from Isothermal Community College effective February 1, 2005.

A motion was made by Jervis Arledge, seconded by Benny Smith, to approve contracts for the following personnel:

1. Amber Thompson, Mechanical Technology/Drafting Instructor August 16, 2004 through May 16, 2005
2. Sherry Whaley, ADN, Foothills Nursing Consortium, January 2, 2005 – May 16, 2005

This motion was unanimously approved. (Attachment)

Other Business

President Lewis made the following announcements:

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| 1. | Thanksgiving Holidays
(College Closed) | November 24, 2004
(Staff Leaves at 1 p.m.)
November 25, 2004
November 26, 2004 |
| 2. | ICC Holiday Luncheon
(The Foundation) | December 9, 2004
(12 noon) |
| 3. | ICC Winter Holidays | December 21, 2004
(Staff Leaves at 1 p.m.)
December 22, 2004
December 23, 2004
December 24, 2004
December 27, 2004 *
December 28, 2004 **
December 29, 2004 **
December 30, 2004 ** |
| 4. | New Year's Day | December 31, 2004
(Return to Work January 3, 2005) |
| 5. | Martin Luther King, Jr.
Holiday | January 17, 2005 |

* December 27, 2004, taken in lieu of Memorial Day

** December 28, 29 and 30, 2004, must be taken as earned vacation or earned compensatory time.

President Lewis announced the following Cultural/Foundation Events:

1. Sherry Austin, Author of *Mariah of the Spirits*, Wednesday, November 10, 2004, 11 a.m., Library Auditorium
2. John Anderson, Country Vocalist, November 13, 2004, 7:30 p.m. The Foundation

3. Author, Clair Matthews: Reading and discussion of *From the Ashes of Love*, Wednesday, November 17, 2004, 12:00 noon, Library Auditorium
4. The Lion, the Witch, and the Wardrobe, Friday, November 19, 2004, 10 a.m. - 12 noon, The Foundation
5. Isothermal Singers Holiday Concert, Saturday, December 4, 2004, at 7:30 p.m. and Sunday, December 5, 2004, at 2:30 p.m., Library Auditorium
6. Twas' the Night Before Christmas, Tuesday, December 7, 2004, 10 a.m., 12 noon and 7 p.m., The Foundation
7. Christine Lavine and the Mistletones in "The Runaway Christmas Tree", December 14, 2004, 7:30 p.m., The Foundation
8. Caribbean Steel Drum Trio Ewabo, Friday, January 28, 2005, 12 noon Student Center Lobby

President Lewis presented and narrated a video on Biotechnology.

The meeting was adjourned at 6:08 p.m.


CHAIRMAN


SECRETARY