

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
MAY 10, 2005

The Board of Trustees of Isothermal Community College met on Tuesday, May 10, 2005, in the "Blue Room" of the Business Sciences Building. The following trustees were present: Elizabeth Owens, Chairman; Jervis Arledge, Jimmy Tanner, Terry Hines, Sue Cochran, Doug Pearson, James Hutchins, David Herndon, Gordon Scott, and Ron Paris. The following staff members were present: Willard Lewis, Stephen Matheny, Myra Johnson, Bruce Waddingham, Fred Bayley, John Quinley, Amy Penson, Scott Scheer, David Gordon, Leanna Joyner, Karen Jones, and Maggie Killoran. Morgan Neely with **The Daily Courier** and Linda Osbon were also present. Chairman Owens called the meeting to order at 5:00 p.m.

Approval of Minutes

A motion was made by Jimmy Tanner, seconded by David Herndon, to approve the minutes of the regular meeting of February 8, 2005, and the minutes of the called meeting of April 5, 2005. The motion was unanimously approved. (Attachment)

Report From WNCW

David Gordon, Station Manager at WNCW, gave a report to the board which included the following items:

- Developed a partnership with ICC Broadcast Technology Department for students to get practical real-world experience by producing programming for ARC Overnights on Fridays.
- CPB commissioned report on the state of the public radio system's overall financial health; 50% of stations are "in the red" with 50% "in the black."
 - WNCW judged to be in the "Soaring" category, meaning the station has reduced its operating costs while at the same time increasing its financial support from Membership and Corporate Support.
- Broadcasting again from new air studio beginning in March after electrical fire in December – State of the art equipment, new carpet, fresh paint, etc. Trustees were invited to come by for a studio tour.
- FCC approval for new translators:
 - Asheville
 - Knoxville
 - New transmitter in a new building on Mt. Mitchell with new backup power source
 - New backup power generator at studios on campus
 - Improved quality; time off the air reduced to almost zero
- 100% digital broadcasting by September, 2005

SACS

Dr. John Quinley announced that the College's Compliance Report was prepared and delivered to a review committee March 15, 2005. Deliberations will begin on that report next week. The College has requested a conference call with our SACS liaison to discuss the written report which we will probably receive around the end of May. The College will have an opportunity to prepare a response to the report prior to the Visiting Team's arrival in September. On their arrival they will review any unaddressed issues in the Compliance Report. The predominant focus will be on the Quality Enhancement Project (QEP). They will give us a report at that time and we will have another chance to respond. The final word on re-accreditation will come in the summer of 2006.

Trustee Affairs

Ron Paris reported on the recent Facilities Committee meeting which was held on April 25, 2005. Mr. Paris stated that the committee discussed various options related to the use of the K-Mart Building, land adjacent on either side of the College's property, etc. Mr. Paris also reported that the Facilities Committee decided to identify short-term and long-term facility needs and list those needs in priority order.

Elizabeth Owens reported on the Executive Committee meeting which was held on May 3, 2005. The committee reviewed information on the admission of undocumented aliens, facts about immigrants, and a proposed policy on the admission of undocumented aliens. Upon recommendation of the Executive Committee, a motion was made by Elizabeth Owens, seconded by Gordon Scott, to approve the Proposed Policy for Undocumented Aliens Admission. The motion was approved with Jervis Arledge voting no. (A-1)

President Lewis presented some minor revisions to the Educational Leave Policy which is a part of the Policies and Procedures Manual. After discussion, a motion was made by Gordon Scott, seconded by Doug Pearson to approve the revisions as presented. The motion was unanimously approved. (A-2)

Upon recommendation of the Nominating Committee, a motion was made by Gordon Scott, seconded by Sue Cochran to approve the following slate of officers for 2005-2006:

Chairman
1st Vice Chairman
2nd Vice Chairman
Secretary

Warren Carson
Ron Paris
Terry Hines
David Herndon

The motion was unanimously approved.

Business Affairs

President Lewis reported that he did not expect any additional news on the Martha Jane Powers' Bequest until the end of June, 2005.

Stephen Matheny reported that the underground wiring project was on target with a completion date around the third week in May.

Stephen Matheny reported that the roofing project will be bid on June 15, 2005. The bid process will be open to the public for three weeks. As soon as the bid is awarded, roof repairs will begin on the Student Services Building and the Library. This project should begin around July.

President Lewis announced that an audit was conducted at Isothermal Community College by the System Office Program Audit Services staff on the maintenance of records and the reporting of student membership hours from Spring Semester 2003 through Spring Semester 2004. Based on the site review, no audit exceptions or areas of concern were identified. Dr. Lewis stated that the college personnel responsible for the maintenance of both curriculum and continuing education records should be commended for the accuracy and order of their record keeping systems.

President Lewis announced that fieldwork was completed in connection with the financial audit of the State's *Comprehensive Annual Financial Report* for the year ended June 30, 2004. The results of their tests disclosed no instances of noncompliance and no material weaknesses in internal control which required disclosure under *Government Auditing Standards*.

Stephen Matheny reported that the college is seeking a 5% increase in the Rutherford County budget. Most line items are the same except for salaries and insurance. Medical premiums are estimated to rise anywhere from 12% to 25%. Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by David Herndon, to approve the Rutherford County Budget Request in the amount of \$1,579,546. This motion was unanimously approved. (A-3)

Upon recommendation of the Finance Committee, a motion was made by Jervis Arledge, seconded by Gordon Scott, to approve the Polk County Budget Request in the amount of \$1,266,014. The motion was unanimously approved. (A-4)

President Lewis announced that gifts, grants, and donations totaling \$16,073 have been received from February 1, 2005 through April 30, 2005. A motion was made by Jervis Arledge, seconded by David Herndon, to accept these gifts and donations. The motion was unanimously approved. (A-5)

A motion was made by James Hutchins, seconded by Doug Pearson, to approve the budget revisions as presented by President Lewis. This motion was unanimously approved. (A-6)

Academic Affairs

President Lewis announced that the New Schools Project is still moving forward. Dr. Lewis stated that the project is contingent upon the receipt of funds from the Gates Foundation. To date, that grant has not been awarded. The college and public schools have been involved in numerous meetings planning for the implementation of the New Schools Project.

Fred Bayley, Dean of Continuing Education, reported that the Paralegal Certificate Course, an intensive, nationally acclaimed program, is designed for beginning as well as advanced legal workers. Students are trained to assist legal attorneys, research law, and assist in preparing cases for courtroom litigation. The course is six weeks in length, consists of 84 hours of instruction and costs \$989. President Lewis stated that the Continuing Education Department can assess fees up to \$500 without Board approval. Since the tuition is greater than \$500 Board approval is being sought. A motion was made by David Herndon, seconded by Sue Cochran, to approve the Paralegal Certificate Course fee in the amount of \$989. The motion was unanimously approved.

Personnel

President Lewis announced the retirement of Shirley Holland, Circulation Technician/Library, effective April 1, 2005, with 27 years of service.

President Lewis announced the following resignations:

1. Kim Clark, Program Director of WNCW, effective April 8, 2005
2. Cathy Hampton, Custodian, effective April 13, 2005
3. Shannon Pruett, Secretary to the Director of Enrollment Management, effective April 29, 2005
4. Timothy DeBorde, Instructor of Music and Humanities, effective May 16, 2005

President Lewis announced that a Statement of Appointment has been issued to Travis Nanney, Technical Paraprofessional/Library, April 4, 2005 through June 30, 2005.

A motion was made by Gordon Scott, seconded by David Herndon, to go into closed session, under provision 143-318.11(a) 6 to discuss the performance of the President and that Glenda Scruggs, Clerk to the Board, remain in the meeting. The motion was unanimously approved.

A motion was made by Doug Pearson, seconded by James Hutchins, to return to 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 4.7 out of a possible 5.0. Mr. Paris stated that the President should be commended for his excellent performance and for his contributions to the college. Upon recommendation of the Personnel Committee, a motion was made by Ron Paris, 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.

A motion was made by Doug Pearson, seconded by James Hutchins, to approve a contract for Melanie Hensley, Practical Nursing Instructor, April 25, 2005 through June 30, 2005. (A-7)

Other Business

President Lewis made the following announcements:

1. Dinner for Speaker, Trustees, and College Personnel, May 16, 2005, 5:30 p.m., The Water Oak Restaurant at Tanner's
2. Curriculum Graduation, May 16, 2005, 7:30 p.m. - The Foundation, with Mr. Kennon Briggs, Vice President of Business and Finance, North Carolina Community College System, Speaker
3. Budget Meeting with Rutherford County Commissioners, May 17, 2005, 12 Noon, Seminar B of The Foundation
4. Adult High School Graduation, May 17, 2005, 7:30 p.m. - The Foundation, with Dr. Starr Morrow Camper, Speaker
5. Summer Registration, May 17, 2005
6. First Day of Classes, May 18, 2005
7. Summer Operation Hours for College - May 30, 2005 through August 12, 2005

8. Independence Day – July 4, 2005
9. Board of Trustees' Meeting, August 9, 2005

Linda Osbon requested permission to address the Board of Trustees. A motion was made by Gordon Scott, seconded by James Hutchins, to deny Ms. Osbon's request to speak to the Board. The motion was unanimously approved.

The meeting was adjourned at 6:10 p.m.


CHAIRMAN


SECRETARY