

ISOTHERMAL COMMUNITY COLLEGE  
MEETING OF BOARD OF TRUSTEES  
AUGUST 9, 2005

The Board of Trustees of Isothermal Community College met on Tuesday, August 9, 2005, in the "Blue Room" of the Business Sciences Building. The following trustees were present: Warren Carson, Chairman; Jervis Arledge, Pat Morgan, Ron Giles, Terry Hines, David Herndon, James Hutchins, Gordon Scott, Ron Paris, Kenny Hankinson, Sue Cochran, Jimmy Tanner and Gerry Francis, Student Government Association President. Staff members present were: Willard Lewis, Myra Johnson, Stephen Matheny, Amy Penson, Bruce Waddingham, Nancy Womack, John Quinley, Fred Bayley and Scott Scheer. Mr. Perry Newson of the North Carolina Board of Ethics was also present. First Vice Chairman, Ron Paris, called the meeting to order at 5:03 p.m.

Oath of Office

Amy Penson, Notary Public, administered the Oath of Office to Dr. Warren Carson and Mr. Gerry Francis. Dr. Carson was re-appointed by the Polk County Commissioners and will serve until June 30, 2009. Mr. Francis was appointed by the Governor and will serve until June 30, 2006. Each Oath of Office will be kept on file in the Office of the President. Following the Oath of Office the meeting was turned over to Dr. Carson who was appointed Chairman of the Board of Trustees at the May Board meeting.

Approval of Minutes

A motion was made by Kenny Hankinson, seconded by Ron Giles, to approve the following minutes:

- Regular Meeting of the Board of Trustees, May 10, 2005
- Budget Meeting between Isothermal Community College and the Rutherford County Commissioners, May 17, 2005
- Called Meeting of the Board of Trustees, June 21, 2005
- Called Meeting of the Board of Trustees, July 26, 2005

The motion was unanimously approved.

Trustee Affairs

Mr. Perry Newson with the North Carolina Board of Ethics made a presentation to the Board of Trustees on Board Ethics and Conflict of Interest.

Mr. Ron Paris, Chairman of the Lee L. Powers Scholarship Committee, reported on the committee's initial meeting on July 8, 2005. Mr. Paris stated that the purpose of that meeting was to discuss the receipt and handling of the assets resulting from the sale of the

Powers' property. Also, the committee discussed the development of the RFP for a potential financial manager or managers. Mr. Paris reported that the sale of the property netted the College \$8.75 million, after banking, taxes and other fees. Mr. Paris stated that the committee was advised that the College has every right to charge a fee, usually up to 1 ½ percent of the corpus, for administering the scholarship funds. Mr. Paris further stated that he hoped that the committee would be able to review proposals, interview financial managers and be able to present a recommendation to the Board at the November meeting.

Dr. John Quinley, Director of Assessment, Planning and Research gave an update on the College's on-going SACS Reaffirmation. He discussed the College's Quality Enhancement Plan (QEP) and informed the trustees that all reports had been submitted to the Off-Site Committee and that the On-Site Review Team will be on campus September 27-29, 2005. Dr. Lewis remarked that he felt confident that the College was on track to be reaccredited.

Chairman Carson announced the following committee assignments for 2005-2006: (A-1)

OFFICERS

Warren Carson	Chairman
Ron Paris	First Vice Chairman
Terry Hines	Second Vice Chairman
David Herndon	Secretary

EXECUTIVE COMMITTEE

Warren Carson, Chairman	Ron Paris
Terry Hines	
Elizabeth Owens, Past Chairman	

FACILITIES COMMITTEE  
(Buildings & Grounds Committee)

Kenny Hankinson, Chairman	Ron Giles
Bobby England	Ron Paris
Warren Carson, Ex Officio	David Herndon

AUXILIARY ENTERPRISES COMMITTEE

David Herndon, Chairman  
Pat Morgan  
Warren Carson, Ex Officio

Jimmy Tanner  
Sue Cochran

FINANCE COMMITTEE

Jervis Arledge, Chairman  
Elizabeth Owens  
Warren Carson, Ex Officio

David Herndon  
Terry Hines  
Ron Paris

LONG RANGE PLANNING COMMITTEE

Terry Hines, Chairman  
Ron Paris  
Warren Carson, Ex Officio

Ron Giles  
Sue Cochran  
James Hutchins

NOMINATING COMMITTEE

Gordon Scott, Chairman  
Elizabeth Owens  
Warren Carson, Ex Officio

Ron Paris  
Jervis Arledge  
David Herndon

CURRICULUM COMMITTEE

James Hutchins, Chairman  
Pat Morgan  
Warren Carson, Ex Officio

Elizabeth Owens  
Jimmy Tanner  
SGA President

PERSONNEL COMMITTEE

Ron Paris, Chairman  
Bobby England  
Warren Carson, Ex Officio

Gordon Scott  
David Herndon

BY-LAWS COMMITTEE

Elizabeth Owens, Chairman  
Jervis Arledge  
Warren Carson, Ex Officio

James Hutchins  
Kenny Hankinson  
Ron Paris

An updated list of Trustees, with addresses, telephone numbers, and e-mail addresses, was distributed. (A-2)

A motion was made by Terry Hines, seconded by David Herndon, to approve the Isothermal Community College Board of Trustees Operational Manual. President Lewis stated that the Appendices will be submitted for approval at the next regularly scheduled meeting. The motion was unanimously approved. (A-3)

A policy regarding Off-Campus Employment was submitted for approval. Dr. Lewis stated that the following statements were added to the previous policy:

- A Notice of Intent must be completed and submitted to the President for approval. (Board of Trustees Policy 901, 902)
- In the event that the President seeks outside employment, that request must be approved by the Board of Trustees.

A motion was made by Gordon Scott, seconded by Kenny Hankinson, to approve the Off-Campus Employment Policy. The motion was unanimously approved. (A-4)

President Lewis announced that all new trustees are required, by law, to attend an orientation session for new trustees. Current board members may be excused from attending this session if approved by the Board of Trustees. A motion was made by James Hutchins, seconded by Jimmy Tanner, to have President Lewis draft a letter to the North Carolina Association of Community College Trustees requesting that Elizabeth Owens, Ron Paris, Gordon Scott, Warren Carson and David Herndon be excused from attending an orientation session for new trustees as required by the legislature. This motion was unanimously approved.

#### Business Affairs

Amy Penson, Controller, reported that the College received its Equipment Audit Report for fiscal year 2003-2004, on May 13, 2005. Ms. Penson stated that the College's total equipment on inventory is 1,610 pieces at a cost of \$4,430,250. The equipment reported on the Deletions Report as lost/stolen from July 2003-2004 was eight pieces of equipment totaling \$19,944. Ms. Penson further stated that as a result of these findings, the College initiated additional procedures for controlling and securing equipment. Ms. Penson reported that the College recently submitted the inventory report for 2004-2005 to



the state and that she was pleased to report that only one piece of equipment was listed as lost/stolen.

President Lewis informed the Trustees that the State Board approved, pending the availability of funds, an allocation not to exceed \$6,250 for 2005-2006 for the NOW (New Opportunities for Workers) Project. The resources are to provide tuition assistance for individuals that qualify for the NOW project, marketing materials to advertise the NOW program, instructors' salaries, and contractual services of staff travel for the Small Business Center Directors to attend NOW meetings.

President Lewis announced that gifts, grants, and donations totaling \$1,200 were received from May 1, 2005 through July 31, 2005. Dr. Lewis also announced that the College received \$8.75 million from the Martha Jane Powers' Bequest. A motion was made by Kenny Hankinson, seconded by Terry Hines, to accept these gifts and donations. The motion was unanimously approved. (A-5)

A motion was made by Gordon Scott, seconded by David Herndon, to approve the following schedule of fees:

• Telecourse PBS Fee	22.00
• Licensed Practical Nurse Tutorial/Testing Fee	60.00
• Associate Degree Nursing Tutorial/Testing Fee	60.00
• Student Activity Fee	14.00
• Instrom Testing Fee (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	440.00
• GED Testing Fee	7.50
• Paralegal Certificate Fee	989.00
• Returned Check Fee	10.00

This motion was unanimously approved. (A-6)

Stephen Matheny reported that the library facility was in need of roof replacement and brought forth a recommendation to the board to allocate the remaining bond monies for the completion of the project. The project is planned to include the library and the swimming pool portion of the student services building. A request was also made to issue a letter to the State Construction Office asking them to recognize the project as an

emergency due to the condition of the library roof and the potential of damage to the book collection as well as an art collection and the potential disruption to students. The amount requested to be allocated to the project is approximately \$448,000. Kenny Hankinson inquired if competitive bids would be sought. Stephen Matheny reported that projects in excess of \$300,000 must be handled through the State Construction Office and includes review and approval of schematic drawings and job specifications and could be a very time consuming process that could take several months. Competitive pricing will be sought through an informal process. A motion was made by Jimmy Tanner, seconded by David Herndon, to establish the project as an emergency and proceed. This motion was unanimously approved.

#### Academic Affairs

President Lewis announced that the State Board of Community Colleges approved the College's application to offer the Associate in Building Construction Technology Program (A35140). The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes, provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry. Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, project coordinators, project planners, and inspectors.

President Lewis announced that the College is the recipient of a grant from the Duke Power Community College Grant Program in the amount of \$216,000 to upgrade our Machinist Program. The grant is to encourage community and technical colleges to provide additional training for manufacturing and related industries. It is one of the many economic development initiatives the company announced in 2004. Thirty of North Carolina's community colleges, including Isothermal, were eligible to receive grant funding.

President Lewis announced that students in the Cosmetology Program at Isothermal Community College are learning that their skills can do a lot more than make people pretty. Through a unique program called LAFF (Look and Feel Fantastic) they are touching lives in ways they wouldn't have imagined just months ago. The students invite adults with developmental disabilities in for sessions covering hair, nail, face, skin, makeup and dress. There is no charge for the beauty services and instruction. Numerous businesses and organizations provide the products for the LAFF Program.



Personnel

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

1. Michael Tesseneer, Custodian, effective May 2, 2005
2. Vickie Jo Searcy, Secretary to Director of Enrollment Management, effective May 10, 2005
3. Louise Toney, CAREER Start Program Support, effective June 1, 2005

President Lewis announced the retirement of Michael Greene, Interlibrary Loan/AV Technician, effective August 1, 2005, with 33 years of service.

A motion was made by Gordon Scott, seconded by James Hutchins, to approve contracts for the following personnel:

1. Lisa Ann Canterbury, Psychology/Social Science Instructor effective August 10, 2005
2. Scott Hutchins, Economics/Business Management Instructor, effective August 10, 2005
3. Johnathan Beauchamp-Jones, Music/Humanities Instructor, effective August 10, 2005

The motion was unanimously approved. (A-7)

A motion was made by Ron Paris, seconded by Gordon Scott, to approve contracts for 9 and 12 month faculty for 2005-2006. The motion was unanimously approved. (A-8)

Other Business

President Lewis made the following announcements:

1. New Employee Orientation, August 10, 2005
2. College Summer Hours End August 12, 2005
3. Congressman Patrick McHenry's Visit, August 12, 2005, 9:30 a.m.
4. Fall Convocation – Faculty and Staff, August 15, 2005
5. Professional Development Day, August 16, 2005
6. Registration – Fall Semester, August 17-18, 2005
7. First Day of Classes, August 19, 2005

8. Labor Day Holiday - September 5, 2005
9. WNCW Community Advisory Board Meeting (canceled from August 1, 2005) rescheduled for November 1, 2005

President Lewis announced the following events at The Foundation for 2005- 2006:

1. "CATS" - Friday, August 5, 2005, 8 p.m.
2. "CATS" - Saturday, August 6, 2005, 8 p.m.
3. "CATS" - Sunday, August 7, 2005, 3 p.m.
4. Gospel Homecoming, Saturday, August 13, 2005, 6 p.m.
5. Evangelistic Crusade, Dr. Donald Wilton, August 18, 2005, 7 p.m.
6. Evangelistic Crusade, Dr. Donald Wilton, August 19, 2005, 7 p.m.
7. Evangelistic Crusade, Dr. Donald Wilton, August 20, 2005, 7 p.m.
8. Prime of Life Festival, Elvis Impersonator & The Golden Trumpets, August 23, 2005, 11:30 a.m.
9. Percy Sledge, September 10, 2005, 7:30 p.m.
10. Southern Gospel Showcase, September 17, 2005, 7 p.m.
11. Pinocchio, October 6, 2005, 10 a.m. and 12 noon
12. Tift Merritt, October 8, 2005, 7:30 p.m.
13. The Great Southern Comedy Tour, October 15, 2005, 7:30 p.m.
14. Pocahontas, October 19, 2005, 10 a.m. and 12 noon

President Lewis announced the following meetings of the Board of Trustees:

1. The Board of Trustees will have a called meeting in September to discuss and approve the budget.
2. The next regular meeting of the Board of Trustees' will be on Tuesday, November 8, 2005
3. The Board of Trustees will meet on the following dates in 2006:
  - a. Tuesday, February 14, 2006
  - b. Tuesday, May 9, 2006
  - c. Tuesday, August 8, 2006
  - d. Tuesday, November 14, 2006

The meeting was adjourned at 6:30 p.m.

  
CHAIRMAN

  
SECRETARY