

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
FEBRUARY 14, 2006

The Board of Trustees met on Tuesday, February 14, 2006, in the "Blue Room" of the Business Sciences Building. The following trustees were present: Ron Paris, First Vice Chairman; David Herndon, Jervis Arledge, Jimmy Tanner, Kenny Hankinson, Pat Morgan, James Hutchins, Sue Cochran, Gordon Scott, Bobby England, and Ron Giles. Staff members present were: Willard Lewis, Stephen Matheny, Myra Johnson, Amy Penson, John Quinley, Fred Bayley, Russell Wicker and Scott Scheer. Others present were Senator Walter Dalton and Pam Bunch with **The Daily Courier**. First Vice Chairman, Ron Paris, called the meeting to order at 5:05 p.m.

Approval of Minutes

A motion was made by Jervis Arledge, seconded by David Herndon, to approve the minutes of November 8, 2005. The motion was unanimously approved.

Trustee Affairs

President Lewis stated trustees, who are governor appointees, should have received a Statement of Economic Interest from the North Carolina Board of Ethics. All new filers, or those who do not have a current "Long Form" on file, must file a full and complete Statement of Economic Interest. Others may complete the "No-Change Short Form." Notary Publics are available at the college if assistance is needed in getting forms notarized. (A-1)

President Lewis reported that the college will conduct a Board Retreat in late March or early April. This meeting will probably be held at the Polk County Campus on a Saturday from 9:00 a.m. until 3:00 p.m. Dr. Lewis requested that trustees check their calendars and report to him the dates they are available.

Ron Paris, chairman of the ad hoc committee for the Powers' Scholarship Fund stated that the college received 23 responses to the Request for Proposals. Three were eliminated because of failure to complete the requirements. Of the remaining twenty, six were interviewed. The six financial institutions were considered on their investment philosophy, accessibility of personnel, experience of personnel, cost involved and the "fit" of the company's personnel and Isothermal personnel. Mr. Paris thanked Stephen Matheny and Amy Penson for the amount of hard work done on behalf of the committee. A motion was made by Gordon Scott, seconded by Jimmy Tanner, that the college contract with BB&T to manage the Powers' Scholarship Fund. The motion was approved with Kenny Hankinson voting no.

Senator Walter Dalton, attorney for the Martha Jane Powers' Trust Fund, informed the board of the resignation of SunTrust Bank as Trustee of the Chloe Cornett Moore Trust and the appointment of Melissa D. Cornett, Chloe's mother, as substitute trustee. Senator Dalton explained that the change would probably have no effect on the college, but as contingent beneficiary in the event of Chloe's death before age 25, he felt that the college should be informed. A motion was made by James Hutchins, seconded by Jimmy Tanner, to approve the resignation and substitution of trustee. The motion was unanimously approved. (A-2)

A motion was made by Gordon Scott, seconded by Kenny Hankinson, to approve a resolution in support of Duke Power's potential modernization of the Cliffside Steam Station. The motion was unanimously approved. (A-3)

David Herndon, Chairman of the Auxiliary Enterprises Committee, reported that the committee met and discussed a proposed rate increase for space rental in The Foundation. A chart was distributed outlining the current hourly rates and the proposed hourly rates. Russell Wicker reported that when the original base rates were set, patrons were given a 25% discount. This practice was continued for several years when it was decided to discontinue the discount. The proposed rate increase is the first increase above the base rate in the seven year history of The Foundation. A motion was made by David Herndon, seconded by Kenny Hankinson to approve the proposed rate increase. This motion was unanimously approved. (Attachment)

President Lewis presented a draft and a revised draft of the Powers Scholarship Program guidelines and stated that he was seeking a consensus from the board that the College is going in the right direction. After comparing the two drafts, a motion was made by Gordon Scott, seconded by David Herndon, to endorse the spirit of the concept and instruct the college staff to continue to develop these guidelines further and return to the board for final approval. The motion was unanimously approved. (A-4)

Business Affairs

President Lewis shared the final audit report from the program audit conducted at Isothermal Community College. There were no audit exceptions. One concern was noted for the classes reviewed. "When reviewing student transcripts for cooperative education work experience for the period in review, one student was coded as a special credit student (T90990). This resulted in 160 hours reported incorrectly. Due to the minimal number of hours noted, only a concern is warranted." The college response

dated January 23, 2006, concurs with these findings and assures appropriate measures to avoid similar concerns in the future. (A-5)

President Lewis shared a Management Letter resulting from the program audit conducted in 2005-2006 which stated that during the program audit review, it was noted that the Continuing Education Self-Support Policy was not reviewed and approved by the College Board of Trustees within three years as outlined in the North Carolina Administrative Code. Dr. Lewis stated that the last time the Self-Support Policy was approved was February 12, 2002. A later item on the agenda addresses this oversight. (A-5)

Stephen Matheny announced that the Office of State Auditor will no longer issue review reports beginning with the fiscal year ending June 30, 2005. Mr. Matheny stated that the practice has been to conduct a full audit one year and a review in the alternating year. Now, they will perform a desk review in the alternating year. The desk review consists of reviewing the financial statements, notes, and Management's Discussion and Analysis. but a report will not be issued. A full audit will be conducted every other year.

Stephen Matheny reported that repairs to the Student Center and Library roofs have been completed. Repairs to the interior of the Library Auditorium are continuing.

Stephen Matheny reported that planning for the Lifelong Learning Center is still in progress. Designs have been submitted and approved by State Construction.

President Lewis announced that the North Carolina Community College System is falling short of collecting the projected tuition and fees established by the Governor and General Assembly. Because the budgeted appropriation is a fixed number, the only way to balance the System's budget is to reduce spending. The System has therefore imposed upon itself reversion requirements in order to reduce spending and subsequently balance the current year budget. Dr. Lewis stated that the College anticipated a reversion, at the beginning of the year, and has set aside funds to cover this shortfall. (A-6)

President Lewis announced that gifts, grants, and donations in the amount of \$458.00 have been received from November 1, 2005 through January 31, 2006. A motion was made by Gordon Scott, seconded by David Herndon, to approve these gifts and donations. The motion was unanimously approved. (A-7)

A motion was made by James Hutchins, seconded by David Herndon, to approve budget revisions as presented by President Lewis. The motion was unanimously approved. (A-8)

Stephen Matheny reported that the funding sources have changed and the amount of the budget has changed since the original 3-1 form was filed to set up the Life Long Learning Center project. Each project established by submitting a 3-1 form must be approved by the local Board of Trustees and modifications must be made as they occur. The original 3-1 form only included bond monies from the State 2000 Bond Issue and an equal amount listed as an undetermined source. The revised 3-1 form includes the amounts committed from the county and local school board. A motion was made by Kenny Hankinson, seconded by David Herndon, to approve the revised 3-1 form and submit it to the Community College System Office. This motion was unanimously approved.

A motion was made by David Herndon, seconded by James Hutchins, that the balance from four previous projects (\$9,490) be reallocated to renovate the interior ceiling of the Library building. This renovation does not include the library auditorium. The motion was unanimously approved.

Academic Affairs

President Lewis announced that the Continuing Education program has been in a growth mode in four out of the past five years. In the past four years, the College has had sufficient revenues to offset any overages and expenditures which were made. When the four-month budget review was done in January, it was discovered that the continuing education budget was already 70% expended. Therefore, we had to curtail offerings in the area. The largest concern was expressed by people in EMT, Law Enforcement, Fire Service Training and other programs requiring certification. We are not eliminating any services; however, classes will be centrally located in order to cut down instructional costs.

President Lewis announced that the State Board of Community Colleges approved the request by Isothermal Community College to offer the Information Systems Security (A25270) and Web Technologies (A25290) programs to our course offerings effective Fall 2006.

President Lewis reported on the regulations and findings of the 2005 Continuing Education Internal Audit Operating Report (Accountability and Creditability Plan). Dr. Lewis shared copies of the Spring, Summer, and Fall Semester, 2005, accountability and creditability results with the board and stated that the college has met or exceeded criteria in all areas. A motion was made by Jimmy Tanner, seconded by James Hutchins, to approve this report as presented. The motion was unanimously approved. (A-9)

A motion was made by Jervis Arledge, seconded by Pat Morgan, to approve the **Continuing Education Self-Supporting Fee Policy**. Registration fees for self-supporting courses will be set to cover the direct and indirect costs of the program as well as provide for a reserve. A reserve would be generated and maintained from income exceeding direct and indirect costs. The motion was unanimously approved. (A-10)

Personnel

President Lewis announced that Statements of Appointments have been issued to the following staff members:

1. Lisa Hamby, Accounts Payable Tech/Assistant Cashier,
January 2, 2006 - June 30, 2006
2. Kelly Hargett, Counseling, Health Services Specialist,
January 2, 2006 - June 30, 2006
3. Brenda McFarland, Secretary, Applied Sciences and Technology,
January 2, 2006 - June 30, 2006

President Lewis announced the following resignations:

1. Jocelyn Little, Counseling, Health Services Specialist, effective
December 30, 2005
2. Deborah-Palmer Crombez, Chemistry Instructor, effective January 2, 2006
3. Cynthia Hightower, Cosmetology Instructor, effective January 5, 2006
4. Eric Miller, Individualized Instruction, effective February 1, 2006

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

1. John Kiser, Chemistry Instructor, January 2, 2006 - May 15, 2006
2. April Dills, Nursing Instructor, Foothills Nursing Consortium,
January 2, 2006 - May 15, 2006

This motion was unanimously approved. (A-11)

President Lewis announced that Alice McCluney was appointed College Liaison for High School Programs from January 2, 2006 through June 30, 2006.

A motion was made by Sue Cochran, seconded by David Herndon, to approve Letters of Intent for FY 2006-2007. The motion was unanimously approved. (A-12)

Other Business

President Lewis announced the following WNCW Advisory Board meeting dates:

1. Monday, February 6, 2006
2. Monday, May 1, 2006
3. Monday, September 11, 2006
4. Monday, November 6, 2006

All meetings will be at 6:30 p.m. in the Business and Industry Training Room (108) in the Communications Technology Building unless otherwise indicated.

President Lewis made the following announcements:

1. Isothermal Senior Challenge, March 21, 2006
2. ICC Golf Tournament, March 22, 2006, Apple Valley Country Club
3. Spring Holidays for Faculty, Staff, and Students - April 14, 2006 through April 17, 2006
4. Spring Break for Faculty and Students - April 18, 2006 through April 21, 2006
5. Board of Trustees Meeting - May 9, 2006, 5:00 p.m., "Blue Room", Business Sciences Building
6. ICC Curriculum Graduation, May 15, 2006, 7:30 p.m. The Foundation
7. ICC Adult High School/GED Graduation, May 16, 2006, 7:30 p.m., The Foundation
8. ICC Registration, May 16, 2006
9. First Day of Classes, May 17, 2006

President Lewis announced the following cultural events:

1. Isothermal Annual Poetry Slam, February 17, 2006, The Foundation Lobby
2. Spratt Literary Series, March 31, 2006, Library Auditorium
3. Third Annual Writers' Workshop, April 1, 2006, 9:00 a.m. - 4:00 p.m., Business Sciences Building
4. Catherine Palmer: Mountain Chamber Players - Polk County Campus, May 4, 2006, 7:00 p.m.
5. The Symphony of Rutherford County, May 7, 2006, 3:00 p.m., The Foundation

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The meeting was adjourned at 6:23 p.m.


CHAIRMAN


SECRETARY