

ISOTHERMAL COMMUNITY COLLEGE  
MEETING OF BOARD OF TRUSTEES  
FEBRUARY 13, 2007

The Board of Trustees of Isothermal Community College met on Tuesday, February 13, 2007, in the "Blue Room" of the Business Sciences Building. The following trustees were present: Warren Carson, Chairman; Jimmy Tanner, James Hutchins, Ron Giles, Vernon Hoyle, David Herndon, Gordon Scott, David Eaker, Ron Paris, Kenny Hankinson, and Grady Franklin. Staff members present were: Willard Lewis, Stephen Matheny, Myra Johnson, John Quinley, Cindy Ramsey, Kathy Ackerman, Mike Gavin, and Glenda Scruggs. Pam Bunch with **The Daily Courier** was also present. Chairman Carson called the meeting to order at 5:06 p.m.

Ethics Statement

Chairman Carson opened the meeting by addressing the Board of Trustees and asking each member if they were aware of an actual conflict of interest or the appearance of a conflict of interest which existed with regard to any matter coming before the board.

Minutes

A motion was made by Jimmy Tanner, seconded by Vernon Hoyle, to approve the minutes of November 14, 2006. The motion was unanimously approved. (Attachment)

Trustee Affairs

President Lewis announced that twelve of the fourteen trustees have attended North Carolina Board of Ethics Training. Dr. Lewis stated that three additional training sessions have been made available for anyone who may have missed the previously scheduled ones. Dr. Lewis announced that all trustees must attend an ethics and lobbying training session before June 30, 2007. A "refresher course" is required every two years. (A-1)

President Lewis reviewed the Synopsis of the State Government Ethics Act outlining the major responsibilities of Trustees, Presidents, Chief Financial Officers and Chief Administrative Officers. Dr. Lewis stated that a complete Statement of Economic Interest (SEI) must be completed and postmarked by March 15, 2007. In 2007, the "long form" must be completed. After 2007, the "short form" may again become available. (A-2)

Business Affairs

President Lewis reported that in the recent program audit, one issue was noted which merited attention, but did not warrant inclusion in the college audit report. During the

program audit review, an examination of student transcripts showed one student did not complete the required nine semester hours credit (9 SHC) in his program of study prior to participation in a cooperative work experience. Because the college did not catch the error, the college was issued a Management Letter. Dr. Lewis stated that the error has been acknowledged and corrected.

President Lewis reported that a preliminary audit exception is taken to 1,296 hours reported for Cooperative Education (Huskins Bill) courses which were omitted from the list of course offerings. As a result, the college was compensated for two classes by mistake. Due to this clerical error, the college is required to pay restitution to the state in the amount of approximately \$11,000. Dr. Lewis stated that the college has the funds to make this restitution.

President Lewis reported on the Annual Internal Equipment Audit Summary for 2005-2006. Dr. Lewis stated that the audit review determined that the college's percent of losses exceed the system average. The state recommended that the college staff review the college's internal controls and identify where the weaknesses exist. Dr. Lewis stated that plans are underway to purchase an internal security system. Bids for that project will be opened on February 20, 2007.

President Lewis announced that the Duke Power Community College Fund, administered through Foundation for the Carolinas, approved a grant in the amount of \$180,000 to support the college's Building Construction Technology Program. The program, which started fall semester 2006, received \$90,000 this year and will receive \$90,000 next year.

President Lewis presented revisions to Policy III:01:22 - Mileage and Commuting Reimbursement. After discussion, a motion was made by Gordon Scott, seconded by Kenny Hankinson, to approve the revisions as presented. The motion was unanimously approved. (A-4)

A motion was made by Ron Paris, seconded by David Herndon, to approve the following revised Educational Assistance Program Policy (Policy I:01:11):

"The Board of Trustees of Isothermal Community College authorizes the President to grant tuition assistance to employees engaged in educational activities deemed beneficial to both the employee and the college. The purpose of the program is to assist employees in developing or improving competencies and skills directly related to their present jobs. The President

is authorized to grant full-time employees assistance for cost of tuition, registration fees and laboratory fees not to exceed \$500.00 per semester or \$1,500.00 per year. The educational activities must be appropriate and included in an approved PEP Plan. The Educational Assistance Reimbursement Request Form must be submitted prior to enrollment in courses. The employee must receive prior approval for each course taken and will be reimbursed upon satisfactory completion of the course(s) which is a passing grade as determined by the institution offering the course. The employee must submit a copy of the receipt of payment and the grade before receiving payment. Any educational assistance is based on the availability of funds. Any exceptions to this policy must be approved by the President. Courses taken while the employee is on paid educational leave will not be approved for tuition reimbursement."

The motion was unanimously approved. (A-5)

President Lewis reported that the college's dismissal policy states seven reasons why an employee may be dismissed. Dr. Lewis stated that in order for the college to be in compliance with federal regulations, he was requesting the addition of the following reasons for dismissal:

- Failure to provide documentation establishing identity and eligibility for Employment in the United States as required by the Immigration Reform and Control Act of 1986.
- Unauthorized Employment: Upon receiving notification from the BASIC Pilot Program administered by the United States Department of Homeland Security that an employee is unauthorized for employment in the United States.

A motion was made by Kenny Hankinson, seconded by David Eaker, to approve the addition of these two reasons for dismissal. The motion was unanimously approved.

President Lewis announced that gifts, grants, and donations totaling \$90,545.00 were received from November 1, 2006 through January 31, 2007. A motion was made by Ron Giles, seconded by James Hutchins, to accept these gifts and donations. This motion was unanimously approved. (A-6)

President Lewis reviewed the budget revisions and asked Stephen Matheny to discuss the Materials Testing Lab. Mr. Matheny reported that the college has received \$100,000 from the state continuation budget earmarked for ongoing support of the Materials Testing Lab. The allocation will support the re-opening of the lab and a refocus of its'

mission. The lab will be used to provide services to local businesses without A2LA Certification and the facility will be used to blend our technology with some of the current engineering programs on campus. The restructured lab provides an opportunity for Isothermal Community College to continue providing testing services to industry in the region as well as expanding the resources made available in the lab for workforce development and training. A motion was made by Gordon Scott, seconded by Kenny Hankinson, to approve budget revisions as presented. The motion was unanimously approved. (A-7)

Stephen Matheny reported that construction on the Lifelong Learning Center is currently about 25 percent completed. To date, \$1,184,000, or about a quarter of the estimated budget of \$4.5 million has been spent. Mr. Matheny stated that the estimated completion date is still set for August 27, 2007; however, Mr. Matheny added that he feels it may run about a month behind schedule.

#### Academic Affairs

Dr. Myra Johnson announced that the State Board of Community Colleges approved the college's curriculum program application for Business Administration/Customer Service (A2512B). This approval is based upon the condition that equipment funds are available to the college and operating funds generated by the budget formula will permit the offering of this program without any special allocation of funds.

President Lewis reminded the Board of Trustees of the questions that were raised during the last board meeting regarding the appropriateness of continuing the practice required by Policies 802 and 803 which were initially implemented in 1983. The Board of Trustees were mailed two proposals to consider. Prior to discussion, Ron Paris stated that he did have a conflict of interest (family member on ICC faculty) and excused himself from discussion and voting on this matter. A signed note stating this fact was presented to the Clerk to the Board. After discussion of the two proposals, a motion was made by James Hutchins, seconded by Grady Franklin, to rescind Policies 802 and 803 from the Board of Trustees Policies. The motion carried with Ron Paris abstaining. (A-8)

President Lewis requested that the student activity fee requirement be increased from \$14.00 to \$19.00 per semester for full-time students and \$2.00 per credit hour (up to nine hours) for part-time students. The fee has not been increased since 1972. The additional funds from this increase would provide student accident insurance, provide support for existing clubs and potential new clubs, expand opportunities for student activities, and absorb rising costs due to inflation. A motion was made by Gordon Scott, seconded by



Kenny Hankinson, to approve this increase in student activity fees. The motion was unanimously approved. (Attachment)

President Lewis announced the following retirements:

1. D. Michael Davis, Basic Skills Coordinator, effective February 1, 2007, with 28 years of state service
2. Fred Bayley, Dean of Continuing Education effective June 1, 2007, with 30 years of state service

President Lewis announced the following resignations:

1. Eleanor "Ele" Ellis, Program Director – WNCW, effective December 20, 2006
2. Melissa Quinley, Developmental Mathematics Instructor, effective February 28, 2007

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

1. Barbara Campbell, Continuing Education Information Specialist, September 25, 2006 through June 30, 2007
2. Roland Dierauf, Music Host for WNCW, November 13, 2006 through June 30, 2007
3. Samantha Laney, Secretary to Arts and Sciences Division, December 4, 2006 through June 30, 2007
4. Leslie Blankenship, Accounts Payable Technician/Assistant Cashier, January 1, 2007 through June 30, 2007
5. Cindy Ramsey, Director of Polk County Campus, January 1, 2007 through June 30, 2007
6. Dana Whitehair, WNCW General Manager, March 1, 2007 through June 30, 2007

A motion was made by Kenny Hankinson, seconded by David Eaker, to approve a contract for Cynthia Hightower, Cosmetology Instructor, January 1, 2007 through June 30, 2007. This motion was unanimously approved. (A-9)

#### Other Business

President Lewis made the following announcements:

1. Isothermal Senior Challenge, March 20, 2007
2. ICC Golf Tournament, April 4, 2007 at Apple Valley Country Club

3. Spring Holidays for Faculty, Staff, and Students - April 6, 2007 through April 9, 2007
4. Spring Break for Faculty and Students - April 10, 2007 through April 13, 2007
5. Board of Trustees Meeting - May 8, 2007, 5:00 p.m., "Blue Room", Business Sciences Building
6. ICC Curriculum Graduation, May 14, 2007, 7:30 p.m. The Foundation
7. ICC Adult High School/GED Graduation, May 15, 2007, 7:30 p.m., The Foundation
8. ICC Registration, May 15, 2007
9. First Day of Classes, May 16, 2007

President Lewis announced the following Cultural/Foundation Events:

1. Jane Eyre – The Acting Company, February 17, 2007, 7:30 p.m. – The Foundation
2. Bettye LaVette, March 9, 2007, 7:30 p.m. – The Foundation
3. Spratt Literary Series, with Speaker, Robert (Bob) Inman, March 30, 2007 - Library Auditorium
4. Fourth Annual Writers' Workshop, March 31, 2007, 9:00 a.m. - 4:00 p.m., Business Sciences Building
5. Pirates of Penzance, Opera Carolina, April 21, 2007, 7:30 p.m. – The Foundation
6. The Nylons, May 11, 2007, 7:30 p.m. – The Foundation

Board Chairman, Warren Carson, gave the board members an update on the Presidential Screening Process.

The meeting adjourned at 6:25 p.m.

  
CHAIRMAN

  
SECRETARY