

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
AUGUST 14, 2007

The Board of Trustees of Isothermal Community College met on Tuesday, August 14, 2007, in the "Blue Room" of the Business Sciences Building. The following trustees were present: Warren Carson, Chairman; David Eaker, Ron Paris, Gordon Scott, James Hutchins, Vernon Hoyle, Buck Petty, Sally Jo Carter, Pat Morgan, Bobby England, Ron Giles, and Grady Franklin. Absent was: David Herndon. The following staff members were present: Myra Johnson, Stephen Matheny, Amy Penson, Thad Harrill, Glenda Scruggs, and Mike Gavin. Pam Bunch with **The Daily Courier** was also present. Chairman Carson called the meeting to order at 5:04 p.m.

Ethics Statement

Chairman Carson asked board members if they knew 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 of Trustees. Hearing none, the meeting proceeded.

Oath of Office

Amy Penson, Controller, administered the Oath of Office to Roger "Buck" Petty who was appointed by the Rutherford County Board of Education and Sally Jo Carter who was appointed by the Governor. Both Oaths of Office will be kept on file in the Office of the President. Chairman Carson announced that the Polk County Commissioners are scheduled to make an appointment to the Board of Trustees.

Approval of Minutes

A motion was made Ron Giles, seconded by Pat Morgan, to approve the minutes of the regular Board of Trustees' meeting on May 8, 2007, and the budget meeting between Isothermal Community College and the Rutherford County Commissioners on May 15, 2007, with the following amendment: Myra Johnson's name should be removed as being in attendance at the meeting on May 8, 2007. The motion was unanimously approved.

Trustee Affairs

President Johnson reported that upon request of the Board of Trustees, Dr. Lewis contacted Sandhills Community College to determine their procedures for naming buildings, rooms, centers, etc. on the Sandhills Community College Campus. It was reported that while the college does not have a policy, they do have a process which seems to work for them. First, all naming must be approved by the Board of Trustees. The college makes recommendations from the President's Office, through the Buildings

and Grounds Committee of the Board of Trustees. Naming opportunities are often made in recognition of financial support of the college. The larger the financial commitment, the more substantial the naming opportunity. Although most naming opportunities are based on financial support, some are in recognition of outstanding service. Sandhills is judicious in their use of naming opportunities and generally reserve these kinds of recognition for significant financial support. It was requested that President Johnson check with other community colleges and the Institute of Government to determine if policies exist regarding naming opportunities.

Chairman Carson announced the following committee assignments for 2007-2008: (A-1)

OFFICERS

Warren Carson
Ron Paris
James Hutchins
David Herndon

Chairman
First Vice Chairman
Second Vice Chairman
Secretary

EXECUTIVE COMMITTEE

Warren Carson, Chairman
David Herndon

Ron Paris
James Hutchins

FACILITIES COMMITTEE
(Buildings & Grounds Committee)

David Herndon, Chairman
Bobby England
Warren Carson, Ex Officio

Ron Giles
Ron Paris
Roger Petty

AUXILIARY ENTERPRISES COMMITTEE

Vernon Hoyle, Chairman
Warren Carson, Ex Officio

David Herndon
Roger Petty

FINANCE COMMITTEE

Pat Morgan, Chairman
David Eaker
Warren Carson, Ex Officio

David Herndon
Ron Paris

LONG RANGE PLANNING COMMITTEE

Ron Giles, Chairman
Ron Paris
Warren Carson, Ex Officio

Vernon Hoyle
Sally Jo Carter
James Hutchins

NOMINATING COMMITTEE

Gordon Scott, Chairman
James Hutchins
Warren Carson, Ex Officio

Ron Paris
David Herndon

CURRICULUM COMMITTEE

James Hutchins, Chairman
David Eaker
Warren Carson, Ex Officio

Grady Franklin
Sally Jo Carter
SGA President

PERSONNEL COMMITTEE

Ron Paris, Chairman
Bobby England
Warren Carson, Ex Officio

Gordon Scott
Polk County Appointee
Pat Morgan

BY-LAWS COMMITTEE

Grady Franklin, Chairman
Polk County Appointee
Warren Carson, Ex Officio

James Hutchins
Ron Paris

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

A motion was made by Gordon Scott, seconded by James Hutchins, to confirm the naming of the new building being constructed on campus, the Willard L. Lewis, III Life Long Learning Center. The motion was unanimously approved.

Business Affairs

Stephen Matheny reported that the Willard L. Lewis, III Life Long Learning Center is nearing completion and will likely make the August 27th deadline. Mr. Matheny added that there are some additional items being considered, including a concrete pad for REaCH students to use as a break area, and an ADA access path from the Student Services facility to the new facility. The projected cost of the facility is approximately \$4.5 million including furniture and equipment. The facility is scheduled to open in January 2008.

Stephen Matheny reported that the State Auditors from the Raleigh Office arrived on campus on March 14, 2007, to conduct an audit for the year ending June 30, 2006. In addition to a complete financial audit, an internal control and compliance audit was also conducted. Mr. Matheny stated that following the audit team's departure at the end of May, the college received their report which stated that, "the results of our tests disclosed no matters involving internal control, instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*." Mr. Matheny commended Amy Penson, Controller, and the Business Office personnel for their part in producing a clean audit.

Stephen Matheny reported that the WNCW construction permit in Knoxville, TN will expire on January 5, 2008. Mr. Matheny stated that there is consensus that it would not be in the station's best interest to renew that permit. Mr. Matheny reported that Communication South Media is interested in purchasing the permit for \$15,000. However, it has been determined that a broker can get considerably more for the permit. Mr. Matheny indicated that the college will investigate this possibility and will report back to the Trustees. Mr. Matheny stated that if the permit is allowed to expire without being sold, the college would get nothing.

President Johnson announced that gifts, grants and donations totaling \$50,530 were received from May 1, 2007 through July 31, 2007. A motion was made by Gordon Scott, seconded by Vernon Hoyle, to accept these gifts and donations. This motion was unanimously approved. (A- 3)

President Johnson presented the Schedule of Fees for Isothermal Community College for FY 2007 – 2008. A motion was made by Ron Giles, seconded by Pat Morgan, to approve these fees as presented. The motion was unanimously approved. (A- 4)

President Johnson informed the board that the NCCCS Accounting Procedures Manual (Section 5, II) requires College Presidents to get routine, local travel approved by the Board of Trustees annually. This blanket authorization is not to control the president's travel but to give a president added protection from scrutiny by either a State Auditor or the Internal Revenue Service Audit. A motion was made by Gordon Scott, seconded by Buck Petty, to approve a travel blanket authorization for President Johnson for FY 2007 – 2008. The motion was unanimously approved.

A motion was made by James Hutchins, seconded by Gordon Scott, to approve budget revisions as presented by Controller Amy Penson. The motion was unanimously approved. (Attachment)

Stephen Matheny reported that there is a growing perception that the college needs an armed officer on campus. Mr. Matheny stated the college has three security employees on campus who are unarmed and function mainly as watchmen. The idea would be to pursue a contract for a resource/safety officer who would work during the daytime hours when the campus is the most active. Mr. Matheny further stated that the three security employees would be retained and would each have an opportunity to work with the officer from the Sheriff's Department. A motion was made by Gordon Scott, seconded by James Hutchins, authorizing administration to negotiate with the Sheriff's Department to hire a resource/safety officer for the college campus. This motion was unanimously approved.

President Johnson announced that Isothermal Community College earned a rating of "superior" in the 2007 Critical Success Factors Report released by the North Carolina Community College System. Dr. Johnson stated that Isothermal was one of the 39 community colleges that received a "superior" rating this year. To receive a "superior" rating, a college must meet or exceed at least 5 of the 6 performance funding measures. Isothermal was one of 17 colleges that met all 6. Of the total 12 standards, the college met all 12. There were only 7 colleges that met all 12 standards.

President Johnson informed the board of an agreement between the Board of Trustees and the Rutherford County Board of Education and the Polk County Board of Education to offer college credit courses for qualified high school students under the Huskins Cooperating Program Agreement. Dr. Johnson stated that these curricular offerings,

which have been approved by the North Carolina Community College System, are intended to provide additional study options for high school students without duplication of existing programs. The purpose of this agreement is to enhance vocational, technical, and college transfer options and tech-prep efforts. (A-5)

President Johnson informed the board that a need for establishing a Powers Scholarship Fund for students in the Certified Nursing Assistants Programs in Rutherford and Polk Counties has been identified. Dr. Johnson stated that if a student is accepted into the program and lives in Rutherford or Polk Counties, the college will provide the student with a one-time scholarship to cover tuition and books.

Personnel

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

1. Judy Hammett, Custodian, August 1, 2007 through June 30, 2008
2. Donna Hood, Continuing Education Dean effective August 1, 2007

President Johnson announced the resignation of Karen Powell, Literacy Coordinator, effective July 1, 2007.

Upon recommendation of the Personnel Committee, a motion was made by Gordon Scott, seconded by James Hutchins, to go into closed session to discuss the President's contract. The motion was unanimously approved.

A motion was made by Sally Jo Carter, seconded by Ron Giles, to return to open session. The motion was unanimously approved.

Ron Paris, Chairman of the Personnel Committee, reported that the Personnel Committee reviewed the President's Contract and made the following revisions:

1. The contract will be issued for two years rather than three years. The contract will be reviewed prior to the end of the first year and may be extended at the end of the termination date.

2. The Trustees shall provide President Johnson with a monthly car allowance of \$550.00, an increase from the previous amount of \$450.00.

Upon recommendation of the Personnel Committee, a motion was made by Gordon Scott, seconded by Bobby England, to approve the employment contract for Dr. Myra B. Johnson, President, effective August 14, 2007.

President Johnson requested permission to obtain samples of presidential evaluation forms to be reviewed by the Personnel Committee. Also, it was recommended that the Board of Trustees hold a Board Retreat in the near future. Stephen Matheny reported that the interviews for Vice President for Academic and Student Affairs will take place from August 22, 2007 through August 29, 2007. Mr. Matheny stated that David Eaker and Pat Morgan are participating in the interviews on behalf of the Board of Trustees.

A motion was made by Vernon Hoyle, seconded by Pat Morgan, to approve contracts for the following personnel:

1. Helen Stewart, Developmental Math Instructor, August 9, 2007 through May 13, 2008
2. Trisa Hines, ADN Instructor, August 9, 2007 through May 13, 2008
3. Lori Linderman-Clovis, English Instructor, August 9, 2007 through May 13, 2008
4. Ngina Smith, ADN Instructor, August 9, 2007 through May 13, 2008
5. Tiffany Cooper, Medical Office Administration Instructor, August 9, 2007 through May 13, 2008

The motion was unanimously approved. (Attachment 6)

A motion was made by Grady Franklin, seconded by James Hutchins, to approve contracts for 9 and 12 month faculty for 2007 – 2008. The motion was unanimously approved. (Attachment 7)

President Johnson announced that a special meeting of the Board of Trustees will be called prior to the November meeting in order to approve local and state budgets.

Other Business

President Johnson made the following announcements:

1. Last Chance Registration – Fall Semester, August 15-16, 2007

2. First Day of Classes/Schedule Adjustments, August 17, 2007
3. Labor Day Holiday - September 3, 2007
4. WNCW Community Advisory Board Meetings:
 - a. November 5, 2007, 6:30 p.m. Conference Room 108 – WNCW Building
 - b. February 4, 2008, 6:30 p.m., Conference Room 108 – WNCW Building
 - c. May 5, 2008, 6:30 p.m., Conference Room 108 – WNCW Building

President Johnson announced the following cultural events:

1. “God of A Second Chance”- Saturday, August 18, 2007, 7:00 p.m., The Foundation Auditorium
2. “Chairmen of the Board,” a benefit for Hannah Saucier, Saturday, September 8, 2007, 7:30 p.m., The Foundation Auditorium
3. “James Gregory,” a benefit for Habitat for Humanity, Thursday, September 13, 2007, 7:30 p.m., The Foundation Auditorium
4. “American Masters Concert,” American Dance Theater, Saturday, October 6, 2007, 7:30 p.m., The Foundation Auditorium
5. “The Hundred Dresses, Tuesday, October 9, 2007, 10:00 a.m. and 12:30 p.m., The Foundation Auditorium
6. “Wrights of Passage,” Thursday, October 11, 2007, 10:00 a.m. and 12:30 p.m., The Foundation Auditorium
7. “Henry and Mudge,” Thursday, October 18, 2007, 10:00 a.m. and 12:30 p.m., The Foundation Auditorium
8. “Marshall Tucker Band,” Saturday, November 10, 2007, 7:30 p.m., The Foundation Auditorium

President Johnson announced the following meetings for the Board of Trustees for 2007 – 2008:

Tuesday, February 12, 2008
Tuesday, August 12, 2008

Tuesday, May 13, 2008
Tuesday, November 11, 2008

(Next Regular Board of Trustees’ Meeting - November 13, 2007)

The meeting was adjourned at 6:53 p.m.

Isothermal Community College
Meeting of Board of Trustees
August 14, 2007
Page 9



CHAIRMAN



SECRETARY