

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

The Board of Trustees of Isothermal Community College met on Tuesday, November 13, 2007, in Room 134 of the Lewis Life Long Learning Building. The following trustees were present: Warren Carson, Chairman; David Eaker, Ron Paris, Gordon Scott, Sally Jo Carter, Pat Morgan, Ron Giles, Grady Franklin, James Hutchins, "Buck" Petty, David Herndon, Vernon Hoyle and Bobby England. The following staff members were present: Myra Johnson, Stephen Matheny, Amy Penson, Pat Freeman, John Quinley, Thad Harrill, Dana Whitehair, Mike Gavin and Glenda Scruggs. Pam Bunch with **The Daily Courier** was also present. Chairman Carson called the meeting to order at 5:05 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.

Approval of Minutes

A motion was made by Ron Giles, seconded by Vernon Hoyle, to approve the minutes of the regular meeting held on August 14, 2007, and the called meeting on October 2, 2007. The motion was unanimously approved.

Trustee Affairs

Mr. Dana Whitehair, General Manager of WNCW, stated that the radio station is making good progress in all areas and is scheduled to post an underwriting sales position to increase business support and major corporate giving efforts. Mr. Whitehair informed the board that the station has lost its lease on the translator site in Charlotte, but that the search is underway for a new location in Charlotte. After discussing the station's goals, Mr. Whitehair thanked the trustees for their decision, several years ago, to stand by WNCW, to hold on to the FCC license and to provide WNCW with firm guidelines by which the station could be guided and managed.

John Quinley, Director of Assessment, Planning and Research, reported that the state mandated that all community colleges develop a long range plan. Dr. Quinley stated that the project is on schedule to be completed in January as instructed. Once the state approves the plan, the college will move to the next phase which will be to develop a facilities plan. The facilities plan is based upon the long range plan and is due June 2008.

Thad Harrill, Assistant to the President for Development, presented proposed guidelines for naming or renaming a facility. Upon learning of a naming opportunity, the Office of the President will research the opportunity and make recommendations to the Board of Trustees.

It is the policy of the College that the final authority for naming any College property, facility and/or part of a facility rests with the Board of Trustees. A motion was made by Gordon Scott, seconded by Ron Paris, to adopt the proposed naming guidelines subject to the approval of the board attorney. This motion was unanimously approved. (Attachment 1)

#### Business Affairs

Stephen Matheny, Vice President of Administration, presented a construction report on the Lewis Life Long Learning Center. Mr. Matheny stated that the final inspection has not been made because the handrails are not completed. Mr. Matheny stated that a ribbon cutting ceremony is expected to be held on December 10, 2007, at 11:00 a.m.

A motion was made by Ron Paris, seconded by James Hutchins, to go into closed session, under 143-318.11, to discuss real property. Chairman Carson requested that Myra Johnson, Stephen Matheny, and Glenda Scruggs remain in the meeting.

A motion was made by Ron Paris, seconded by David Eaker, to return to open session. No action was taken.

President Johnson announced that gifts, grants and donations totaling \$1,911.00 were received from August 1, 2007 through October 31, 2007. A motion was made by Sally Jo Carter, seconded by Buck Petty, to accept these gifts and donations. The motion was unanimously approved. (Attachment 2)

A motion was made Gordon Scott, seconded by Vernon Hoyle, to approve budget revisions as presented by Controller Amy Penson. The motion was unanimously approved. (Attachment 3)

A motion was made by David Eaker, seconded by Pat Morgan, to accept the proposed vending policy (506.02):

Vending machine profits will be deposited in the Professional Development and Institutional Advancement account and will be disbursed in accordance with the guidelines for this account.

This motion was unanimously approved. (Attachment 4)

### Academic Affairs

Dr. Patricia Freeman, Vice President of Academic and Student Affairs, provided an update on the college's instructional areas, support areas and economic development.

A motion was made by Grady Franklin, seconded by James Hutchins, to approve the Continuing Education Internal Audit Operating Procedures. The motion was unanimously approved. (Attachment 5)

### Personnel

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

1. Joe Kendrick, Music Host/Producer WNCW, August 15, 2007 through June 30, 2008
2. Kim Alexander, Small Business Center Director November 1, 2007 through June 30, 2007
3. Debra Whitesides, Custodian, November 1, 2007, through June 30, 2008

President Johnson announced that a probationary contract has been issued to Terry Carter, ADN Instructor, October 10, 2007, through May 13, 2008.

President announced the retirement of the following personnel:

1. Susan Vaughan, Director of Information Services and Technology, effective February 1, 2008
2. Mike Saunders, Industrial Training Specialist, effective January 1, 2008

President Johnson announced the following resignations:

1. Tracy Miller, ADN Instructor, Foothills Nursing Consortium, effective September 28, 2007
2. Michael Tessnear, Custodian, effective October 18, 2007

### Other Business

President Johnson made the following announcements:

Thanksgiving Holidays (College Closed)	November 21, 2007 (Half-Day) November 22, 2007
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	November 23, 2007
ICC Holiday Luncheon	December 5, 2007 (12 Noon)
ICC Winter Holidays (College Closed)	December 20, 2007 (Half-Day) December 21, 2007 December 24, 2007 December 25, 2007 December 26, 2007* December 27, 2007** December 28, 2007** December 31, 2007**
New Year's Day	January 1, 2008 (Return to Work)

\* December 26, 2007, taken in lieu of Memorial Day

\*\* December 27, 28 and 31, 2007, must be taken as earned vacation or earned compensatory time.

The following WNCW Community Advisory Board meetings were announced:

- a. February 4, 2008, 6:30 p.m., Conference Room 108 – WNCW Building
- b. May 5, 2008, 6:30 p.m., Conference Room 108 – WNCW Building

President Johnson announced the following cultural events:

1. Rudyard Kipling's "Just So" Stories, November 16-17, 2007, at 8:00 p.m.  
The Foundation Auditorium
2. Gift of the Magi, November 27, 2007, at 7:00 p.m. The Foundation Auditorium
3. Sixth Annual Rutherford County Homecoming, Saturday, December 1, 2007, at 6:00 p.m., The Foundation Auditorium
4. Christmas in the Carolinas/Ultimate Elvis Contest, December 8, 2007, at 7:00 p.m.,  
The Foundation Auditorium
5. Red Cross Sounds of the Season, December 15, 2007, at 7:00 p.m., The Foundation Auditorium

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The meeting adjourned at 6:50 p.m. and was followed by a tour of the Lewis Lifelong Learning Center Building.



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CHAIRMAN



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SECRETARY