

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
FEBRUARY 19, 2008

The Board of Trustees of Isothermal Community College met on Tuesday, February 19, 2008, in the "Blue Room" of the Business Sciences Building. The following trustees were present: Ron Paris, James Hutchins, David Herndon, Shay Hahn, David Eaker, Vernon Hoyle, Grady Franklin, Ron Giles, Sally Jo Carter, "Buck" Petty and Pat Morgan. The following staff members were present: Myra Johnson, Stephen Matheny, Pat Freeman, John Quinley, Mike Gavin, Curtis Vance, Amy Penson, Dana Whitehair, Cindy Ramsey, Thad Harrill and Glenda Scruggs. Others present were: Sam Craig, College Attorney, Andrea Lesley-Fite, Attorney Associate, and Pam Bunch with **The Daily Courier**. Vice Chairman, Ron Paris, called the meeting to order at 5:05 p.m.

Ethics Statement

Vice Chairman, Ron Paris, 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 Vernon Hoyle, seconded by David Herndon, to approve the minutes of the regular meeting held on November 13, 2007. The motion was unanimously approved.

Trustee Affairs

President Johnson announced that the NCACCT Law Seminar will be held April 2-4, 2008, at Research Triangle Park, NC. Dr. Johnson stated that the program includes Ethics Training and New Trustee Orientation. Dr. Johnson requested that trustees needing either of these workshops contact Glenda Scruggs to make arrangements for hotel reservations and conference registration.

Mr. David Herndon, Chairman of the Facilities Committee, reported that the Facilities Committee met on December 19, 2008, to discuss property surrounding the college campus. A motion was made by David Herndon, seconded by "Buck" Petty to go into closed session to discuss possible property acquisition under G. S. 143-318.11, Section (a) (5). Mr. Herndon requested that Myra Johnson, Stephen Matheny, Glenda Scruggs, Sam Craig, and Andrea Leslie-Fite remain in the closed session.

A motion was made by Grady Franklin, seconded by Shay Hahn, to return to open session. A motion was made by James Hutchins, seconded by David Eaker, to authorize President Johnson to pursue the various options available and to gather further information regarding the property discussed in closed session and report the findings to the Board for appropriate action. The motion was unanimously approved.

Mr. Ron Paris, Chairman of the Personnel Committee, informed the Board that samples of Presidential Evaluation Forms were requested from sister institutions for the Personnel Committee to review. Draft proposals for new evaluation survey forms for both Personnel Committee members and staff members reporting directly to the President, a copy of state guidelines, and a timetable for the proposed evaluation process will be sent to members of the Personnel Committee for review. Once approved by the committee, forms will be sent to the Administrative Staff and Board of Trustees for completion. Results of the evaluation will be reviewed at the May Board meeting.

President Johnson stated that the Naming Policy was tentatively approved at the last Board meeting contingent upon approval of the Board Attorney. The Naming Policy, with the Attorney's proposed changes, were distributed to Board members. A motion was made by David Herndon, seconded by "Buck" Petty, to approve the Naming Policy. An amendment to the motion was made by David Herndon, seconded by "Buck" Petty to change VI. 604 - A.1.b to read: "No association should appear to indicate any preference for or support of any political beliefs or groups or religious beliefs or groups." This motion was unanimously approved. (Attachment 1)

President Johnson reported that the May Board meeting, scheduled for May 13, 2008, conflicts with Graduation. A motion was made by Ron Giles, seconded by Sally Jo Carter, to postpone the May Board meeting until May 20, 2008. The motion was unanimously approved.

Administrative Affairs

Mr. Thad Harrill reported that the ICC Golf Tournament will be held on April 2, 2008, at Apple Valley Country Club. Mr. Harrill stated that he would like to net \$40,000 this year for the New Century Scholars Program. To date, \$34,280.00 has been raised. Mr. Harrill also informed the Board that the Polk County Foundation is inducting three students into the New Century Scholars Program each year and has recognized the ongoing need to raise to support the Polk program.

Mr. Harrill reported that the College has real busy working with Shaw to train people to build the new Duke Power Energy Station. This training will not guarantee anyone a job at Shaw but it will make them more employable when they do submit an application.

Mr. Harrill also reported that the College has five new and expanding industry projects that are ongoing resulting in quite a bit of positive workforce activity.

Dr. John Quinley, Director of Assessment, Planning and Research, presented a report on the Long Range Plan which was completed in December, 2007. The process involved organization for planning, service area data projections, enrollment projections, program planning surveys, community listening forums, analysis of results and key implications. The community listening forums, held for both the Spindale and Polk campuses, included issues of workforce development, new curriculum programs or training opportunities needed and preparing students for work after college. The Long Range Plan will be the foundation for the development of the Facilities Master Plan.

Ms. Cindy Ramsey, Director of the Polk County Campus, shared a number of immediate goals for the Polk County Campus:

- Change the public perception of the College as a Senior Center
- Increase community awareness of the activities and the function of the College
- Develop a better working relationship between the Polk Campus and the main campus
- Discern and address the most critical educational needs of the community

Ms. Ramsey shared the importance of the college's Adult High School/GED Program at the Polk Campus and also the Nurse Aide Program. Those students who do not have a high school diploma or GED certificate can take the Nurse Aide I course. When students complete the course they must pass a state exam. Students in the program at Polk consistently score 100% on the written skills and are always above the state average on the practical skills.

Ms. Ramsey reported that the Polk Campus has begun a Phlebotomy Program and has offered eight classes since the beginning of the year. The Polk Campus is the only school in the area that offers national certification and every student in all eight classes scored 100% pass rate on the national certification exam. Those students are now certified Phlebotomists and can work anywhere in the country.

President Johnson announced that several organizational changes have been made. Curtis Vance has been named the Director of Information Technology. Mike Gavin has been named the Director of Marketing and Community Relations and the Webmaster has been reassigned and now reports to Mr. Gavin. We are also in the process of hiring a new Director of Library Services.

Business Affairs

Mr. Stephen Matheny reported on the following construction items:

- We need to relocate the driveway entrance at the Lewis Lifelong Learning Center;
- We are experiencing some overheating in the communication rooms and intend to install a few stand alone units to address the concern.
- We are still making progress on the installation of the high tech equipment;
- We plan to build a storage room in The Foundation for the concert grand piano (\$45,000 estimate);
- We have a small remodeling project underway at the Polk Campus.

Mr. Matheny reported that a small remodeling project will update and expand the welding and construction areas in order to better serve the expanding needs of workforce development. The project will begin in the spring, and is being funded with Golden Leaf Grant funds.

Mr. Matheny informed the board of a possible claim resulting in damage to the library auditorium while the library was being re-roofed. A motion was made by David Herndon, seconded by Sally Jo Carter, to go into closed session, under G. S. 143-318.11, Section (a) (c), to discuss potential litigation regarding the library roof and requested that Myra Johnson, Stephen Matheny, Glenda Scruggs, Sam Craig and Andrea Leslie-Fite remain in the closed session. The motion was unanimously approved.

A motion was made by Grady Franklin, seconded by Ron Giles, to return to open session. This motion was unanimously approved.

A motion was made by James Hutchins, seconded by "Buck" Petty, authorizing the College Attorney to pursue legal action to recover damages that we incurred in relation to a roofing project. The motion passed with Ron Giles voting no.

Mr. Dana Whitehair, General Manager of WNCW, reported the following:

- The station's new regional newscasts in the morning are being well received;
- The station has narrowed its search for a full-time underwriter to three candidates;
- The station is ahead of its budget projections;
- The next on-air pledge drive is scheduled for March.

Mr. Matheny announced that the College has an opportunity to upgrade our technology services here on campus which is going to enhance our ability to provide services to students and the community. Our current bandwidth is three megabits up and down. We are getting a major upgrade which will give us 100 megabits up and down which is a thirty-three hundred percent increase. Isothermal is one of the first four community colleges to receive this upgrade because of our connection to Pangaea and Foothills Connect and because of local fiber optic network. The upgrade is being managed by NC-ITS and is expected to be completed soon.

Mr. Stephen Matheny announced that the college hired the architectural firm, LS3P, to work with the college on the Facilities Master Plan. The firm met with the planning committee, which consists of Myra Johnson, Stephen Matheny, John Quinley, Pat Freeman, and Mike Gavin on February 6, 2008. A visioning workshop is scheduled for March 6, 2008, from 8:30 a.m. until 11:00 a.m. The purpose of this workshop is to provide the Architects with input from an expanded group representing the Board and College campus.

President Johnson announced that gifts, grants and donations totaling \$63,784.00 were received from November 1, 2007 through February 8, 2008. A motion was made by Grady Franklin, seconded by David Herndon, to approve these gifts, grants and donations. This motion was unanimously approved. (Attachment 2)

A motion was made by Sally Jo Carter, seconded by James Hutchins, to approve budget revisions as presented by Controller Amy Penson. This motion was unanimously approved. (Attachment 3)

Academic Affairs

President Johnson announced that the Program Auditor was on campus in the fall and the College received a preliminary report on the audit findings in January, 2008. Dr. Johnson stated that the College has already responded to the preliminary findings and are challenging some of the items. Dr. Johnson further stated that she would report back to the board once the final audit report is received.

Dr. Pat Freeman, Vice President of Academic and Student Affairs, reported on the regulations and findings of the Fall 2007 Internal Operating Report (Accountability and Creditability Results) and stated that the College has met or exceeded criteria in all areas. Dr. Freeman stated that she will review continuing education auditing reports at least twice each year to ensure that the internal audit plan is applied and maintained consistent with the local board approved plan.

President Johnson reported that the College has received information through the System Office, the NC Board of Nursing and our ADN Program that there were proposed changes to the Administrative Code that could be detrimental to nursing programs in community colleges. The major issues are that nursing faculty will be required to go for NLN (National League of Nursing) accreditation and that all nursing faculty, including adjunct, will be required to have a Masters Degree. Right now we have quite a few adjunct faculty who work in the clinical setting who do not have Masters Degrees but have a tremendous amount of experience. The North Carolina State Board of Community Colleges and the Presidents' Association requested, through the Board of Nursing, that those proposed changes not be made. Dr. Johnson stated that she received word two days ago that the Board of Nursing had changed their minds and were planning to meet on February 21, 2008. Dr. Johnson further stated that she is hoping that the proposed changes will be rescinded before they become law.

Dr. Freeman reported that enrollment for the Spring Semester is 1,157 part-time and 854 full-time students. The average age of students has dropped from 31 years of age to 29 since spring last year. We are currently serving approximately 400 high school students through dual enrollment, Huskins classes and REaCH students. We have been approached by McDowell Tech in analyzing the need for establishing a Dialysis Program through the Foothills Nursing Program. We have initiated a program for better linking our adult high school and GED students to curriculum participation. The annual counselors' luncheon was held on February 8th with approximately 80 high school counselors from Rutherford, Polk and Cleveland counties participating.

Personnel

President Johnson reported that Susan Vaughan, Director of Information Services and Technology, requested that she be permitted to change her retirement date from January 1, 2008 to February 1, 2008. Dr. Johnson stated that this request was approved.

President Johnson informed the board that Mike Saunders, Industrial Training Specialist, has requested that his retirement application, effective January 1, 2008, be withdrawn. Dr. Johnson stated that this request was approved.

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

1. Lynn Goode, Continuing Education Support/Career Start Case Manager Assistant, November 19, 2007 through June 30, 2008
2. Betty Whiteside, Custodian, December 1, 2007 through June 30, 2008
3. Pat Wall, Teaching Assistant Accounting Lab, December 31, 2007 through June 30, 2008
4. Jeff Thomas, Custodian, January 1, 2008 through June 30, 2008
5. Lisa Bridges, Financial Aid Counselor, January 28, 2008 through June 30, 2008

Other Business

President Johnson made the following announcements:

1. Isothermal Senior Challenge, March 19, 2008
2. ICC Golf Tournament, April 2, 2008, at Apple Valley Country Club
3. Spring Holidays for Faculty, Staff and Students - March 21, 2008 through March 24, 2008
4. Spring Break for Faculty and Students March 21, 2008 through March 28, 2008
5. May Board Meeting – May 20, 2008, 5 p.m. – “Blue Room”
6. ICC Curriculum Graduation, May 13, 2008, 7:30 p.m. - The Foundation
– Speaker Ms. Hilda Pinnix-Ragland, Chair of the State Board of Community Colleges
7. ICC Adult High School/GED Graduation, May 14, 2008, 7:30 p.m.,
The Foundation
8. ICC Registration - May 15, 2008
9. First Day of Classes - May 16, 2008

President Johnson announced the following cultural events

1. “Let’s Put On A Show” starring Mickey Rooney and Jan Rooney –
March 7, 2008, 7:30 p.m. – The Foundation
2. “Terrance Simien – Creole for Kids and the History of Zydeco” –
March 12, 2008, 10 a.m. and 12:30 p.m. – The Foundation
3. “If You Give A Mouse A Cookie & Other Story Books” –
April 17, 2008, 10 a.m. and 12:30 p.m. – The Foundation
4. “The Male Intellect: an oxymoron?” – April 19, 2008, 7:30 p.m.
The Foundation

5. "A Midsummer Night's Dream"– April 24, 2008, 10 a.m. and
April 25, 2008, 10 a.m., Presented by The Rutherford County Arts
Council
6. Spindale Opry with Ray Price – May 1, 2008, 7:30 p.m., The Foundation


Distribution

Copies of the latest edition of "Community College Laws of North Carolina" were distributed to all trustees.

The meeting adjourned at 7:55 p.m.



CHAIRMAN



SECRETARY