

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

The Board of Trustees of Isothermal Community College met on Tuesday, August 19, 2008, in the "Blue Room" of the Business Sciences Building. The following trustees were present: Warren Carson, James Hutchins, David Herndon, Pat Morgan, "Buck" Petty, David Eaker, Gordon Scott, Shay Hahn, Vernon Hoyle, Grady Franklin, Sally Jo Carter and Ron Giles. The following staff members were present: Myra Johnson, Pat Freeman, Stephen Matheny, Amy Penson, John Quinley, Glenda Scruggs, Mike Gavin, Leslie Blankenship and Dana Whitehair. 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 asked board members 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 of Trustees. Hearing none, the meeting proceeded.

Oath of Office

Amy Penson, Controller, administered the Oath of Office to David Eaker, who was re-appointed by the Rutherford County Commissioners with the term ending June 30, 2012, and Gordon Scott, who was re-appointed by the Rutherford County Board of Education with the term ending June 30, 2012. The Trustees' Oath of Office will be kept on file in the President's office. Chairman Carson announced that the Governor is also scheduled to make an appointment to the Board of Trustees.

Approval of Minutes

A motion was made by Ron Giles, seconded by Sally Jo Carter, to approve the minutes of the called meeting of April 8, 2008, and the regular meeting of May 20, 2008. It was noted that the April 8, 2008, minutes were approved at the May 20th meeting. Also, under Approval of Minutes, May 20, 2008, the date of the joint meeting between the Rutherford County Commissioners and the Board of Trustees should be May 19, 2008, instead of April 19, 2008. The minutes were unanimously approved following these corrections.

Tour of Property

Item V. Tour of property purchased by the ICC Foundation was removed from the board agenda. The tour will take place at a later date.

Trustee Affairs

Chairman Carson announced the following committee assignments for 2008-2009: (A-1)

OFFICERS

Warren Carson	Chairman
James Hutchins	First Vice Chairman
David Herndon	Second Vice Chairman
Pat Morgan	Secretary

EXECUTIVE COMMITTEE

Warren Carson, Chairman	Pat Morgan
David Herndon	James Hutchins

FACILITIES COMMITTEE
(Buildings & Grounds Committee)

David Herndon, Chairman	Ron Giles
Bobby England	Governor's Appointee
Warren Carson, Ex Officio	Roger Petty

AUXILIARY ENTERPRISES COMMITTEE

Vernon Hoyle, Chairman	David Herndon
Warren Carson, Ex Officio	Roger Petty

FINANCE COMMITTEE

Pat Morgan, Chairman	David Herndon
David Eaker	Governor's Appointee
Warren Carson, Ex Officio	

LONG RANGE PLANNING COMMITTEE

Ron Giles, Chairman	Vernon Hoyle
Governor's Appointee	Sally Jo Carter
Warren Carson, Ex Officio	James Hutchins

NOMINATING COMMITTEE

Gordon Scott, Chairman
James Hutchins
Warren Carson, Ex Officio

Pat Morgan
David Herndon

CURRICULUM COMMITTEE

James Hutchins, Chairman
David Eaker
Warren Carson, Ex Officio

Grady Franklin
Sally Jo Carter
SGA President

PERSONNEL COMMITTEE

Gordon Scott, Chairman
Bobby England
Warren Carson, Ex Officio

Shay Hahn
James Hutchins
Pat Morgan

BY-LAWS COMMITTEE

Grady Franklin, Chairman
Shay Hahn
Warren Carson, Ex Officio

James Hutchins
Roger Petty

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

President Johnson presented Policy III:01:05 – Hourly Rates Part-Time, Non-Teaching Employees. Dr. Johnson stated that this policy will ensure that the college is in compliance with the minimum hourly rate which takes effect next year. (A-3)

President Johnson announced that on August 15, 2008, the State Board of Community Colleges directed the Community College System to maintain the May 13, 2008, directive restricting the admission of undocumented or illegal immigrants to community colleges during the period in which the State Board examines a long-term policy. Thus, community colleges should continue to implement the directive provided until further notice from the State Board.

President Johnson announced that the Tobacco Use Policy – Policy III:01:13 has been revised to state that: “The use of tobacco products in the buildings on the campuses of Isothermal Community College is prohibited. Smoking is prohibited within 25 feet of all building entrances on the campuses of Isothermal Community College.” A motion was made by Gordon Scott, seconded by Grady Franklin, to approve this policy. This motion was unanimously approved. (A-4)

Administrative Affairs

Mr. Stephen Matheny stated that the college currently has three projects that are underway. One is in the welding and construction trades area. This project is being funded through the Golden Leaf Grant for the sheds and for renovation of the existing welding area. The first phase, to get the footings dug for the shed areas, is in process and project completion is anticipated by the second week of November. Mr. Matheny also informed the Board of the renovation of the old library room on the Polk County Campus. The last project is a storage unit for the new Steinway piano. We have consolidated the three projects into one bid in order to get a more favorable pricing.

President Johnson informed the Board that the Strategic Planning process has been initiated for the 2008 – 2010 College Plan. President Johnson stated that the Management Team met to review conceptual contents of goals, develop goals to capture the primary/core objective in support of the goals and assign a member (s) of the Management Team to individual goal (s). Dr. Johnson stated that following extensive discussion of the goals, Dr. Quinley compiled and distributed the notes from that meeting which will be reviewed at the next Management Team meeting scheduled for next week. Dr. Johnson stated that the College will be asking for input and involvement of our Trustees at the Board Retreat, if not before.

President Johnson informed the board that the College has recently gone through the Financial Aid Audit and the VA Audit. Dr. Johnson stated that the VA Audit was fine but the College has not heard from the Financial Aid Audit. Dr. Johnson stated that the College has a very strong Financial Aid Office and she anticipates no problems in that area either. The Program Audit is scheduled for the spring of 2009.

Mr. Stephen Matheny informed the board that, through the Facilities Master Plan process, each college was awarded \$90,000 for advanced planning. The College’s first priority project is an Allied Health and Nursing Building with a projected cost of \$19 million.

The Department of Community Colleges asked colleges to submit a Form 3-1 which is tentative approval of a capital improvement project. A motion was made by "Buck" Petty, seconded by David Eaker, to approve the new concept for the 41,000 square foot, two-story Allied Health Building required for the college to move forward with advanced planning. The motion was unanimously approved.

President Johnson informed the board that the NCCCS Accounting Procedures Manual (Section 5, II) requires College Presidents to get routine, local travel approval by the Board of Trustees annually. This blanket approval is not to control the president's travel but to give the president added protection from scrutiny by either a State Auditor or the Internal Revenue Service Audit. A motion was made by Sally Jo Carter, seconded by Vernon Hoyle, to approve a blanket travel authorization for President Johnson for FY 2008 through FY 2009. The motion was unanimously approved.

Business Affairs

President Johnson informed the Board that she and Stephen Matheny traveled to Raleigh on August 15th to pick up the College budget for 2008 – 2009. Dr. Johnson noted that the Materials Testing Lab is no longer being funded; thus, \$100,000 was eliminated from the budget. The construction money, allocated as a special allocation through the legislature for the Lewis Lifelong Learning Center, in the amount of \$134,000, can be carried forward as requested and will not have to be reverted. Dr. Johnson stated that we have been asked by the System Office to hold back 3 percent (3%) of our budget for a possible reversion. The amount held back will be approximately \$338,000 which is a significant amount for the college. It may be as late as early spring before we know exactly how much we will have to revert.

Mr. Stephen Matheny informed the Board that the College has received an agreement for security services from the Rutherford County Commissioners to provide a resource/safety officer on campus. The officer will work during day time hours when the campus is the most active. Mr. Matheny stated that the College is looking forward to working with the resource/safety officer and thinks that having this person on campus will enhance the College's ability to provide better protection for everyone on campus.

Mr. Stephen Matheny announced that WNCW has a tentative agreement with Charlotte Mecklenburg Schools to relocate the Charlotte tower atop Randolph Middle School east of down town Charlotte (less than a mile from the site we lost last November). Mr.

Matheny stated that he will obtain budget figures for the tower and antenna/transmitter installation prior to signing the agreement. Mr. Matheny informed the board that an offer has been received for the Knoxville translator and is being considered. Mr. Matheny announced that effective August 4th, National Public Radio's Morning Edition news magazine will return to WNCW's morning time schedule. Morning Edition was dropped in 2003 in a bid to pursue an "all music" broadcast service. The return of Morning Edition is accompanied by the addition of an hour of bluegrass music each morning as well as a few other minor changes.

President Johnson announced that gifts, grants and donations totaling \$101,988.49 were received from May 16, 2008 through August 11, 2008. A motion was made by Pat Morgan, seconded by David Herndon, to approve these gifts, grants and donations. The motion was unanimously approved. (A-5)

President Johnson presented the Schedule of Fees for Isothermal Community College for FY 2008 – 2009. A motion was made by David Eaker, seconded by "Buck" Petty to approve these fees as presented. The motion was unanimously approved. (A-6)

A motion was made by Gordon Scott, seconded by David Herndon, to approve budget revisions as presented by Controller Amy Penson. This motion was unanimously approved. (A-7)

Academic Affairs

President Johnson announced that Isothermal Community College exceeded seven of the eight performance measures the state uses to gauge the success of the 58 institutions in the Community College System. The numbers were released this week in the 2008 Critical Success Factors Report. Dr. Johnson stated that the State has raised the bar this year. Only 15 of the 58 institutions met all eight standards. Only eight of those colleges met the criteria to be named "Exceptional" this year. Dr. Johnson thanked students, faculty and staff for the role each played in achieving these outstanding standards.

President Johnson announced that the College has received a grant to offer the Minority Male Mentoring Program again this year.

President Johnson informed the board that the System Office staff reviewed the College's Huskins Cooperative Program Agreement to offer courses to high school students in Polk County and Rutherford County Schools for the 2008-2009 school year. The review indicated that all courses are appropriate to offer to high school students as elective

courses above the Basic Education Plan required courses and were approved effectively, by the North Carolina Community College System, on July 15, 2008. A motion was made by Grady Franklin, seconded by James Hutchins, to approve the Huskins Cooperating Program Agreement. The motion was unanimously approved. (A-8)

Personnel

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

1. Ruth Hils, Compensatory Education/Basic Skills Computer Program Coordinator June 2, 2008 through June 30, 2009
2. Vicki Walker, Custodian, June 16, 2008 through June 30, 2009
3. Shirley Collins, Part-Time Evening Records Secretary July 1, 2008 through June 30, 2009

President Johnson announced the following resignations:

1. John Kiser, Chemistry Instructor, effective July 28, 2008
2. Kenneth Odom, Acquisition/Computer Support Technician, Library, effective August 8, 2008

A motion was made by Pat Morgan, seconded by "Buck" Petty, to approve contracts for the following personnel: (A-9)

1. Sarah Kilgo, Office Systems Technology Instructor, August 11, 2008 through May 15, 2009
2. Traci M. Whitton, Mechanical Drafting Instructor, August 11, 2008 through May 5, 2009
3. Rebecca Haney, Office Systems Technology Instructor, August 11, 2008 through May 15, 2009
4. Loreen Smith, English Instructor, August 11, 2008 through May 15, 2009
5. Maria Bivens, Spanish Instructor, August 11, 2008 through May 15, 2009
6. Christine A. Klahn, Chemistry Instructor, August 18, 2008 through May 15, 2009

The motion was unanimously approved. (A-9)

A motion was made by Sally Jo Carter, seconded by James Hutchins, to approve contracts for 9 and 12 month faculty for 2008 – 2009. President Johnson noted that

Christine A. Klahn, Chemistry Instructor's name should be added to the list. The motion was unanimously approved. (A-10)

Other Business

President Johnson made the following announcements:

1. First Day of Classes/Schedule Adjustments, August 19, 2008
2. Labor Day Holiday - September 1, 2008
3. Called Board of Trustees' Meeting – Budget – September ?, 2008, 5:00 p.m. – “Blue Room” Business Sciences Building
4. Fall Break – Faculty and Students, October 10, 2008
5. “GRUB DAY” – October 28, 2008
6. Board Retreat, November 11, 2008, from 2:00 – 5:00 p.m.
The Foundation – Seminar B
7. Board of Trustees' Meeting, November 11, 2008, 5:00 p.m.
The Foundation – Seminar B
8. Board Retreat, November 12, 2008, from 9:00 a.m. until 4:00 p.m.
The Foundation – Seminar B

President Johnson announced the following cultural events:

1. Celtic Tenors, Tuesday, August 19, 2008, 7:30 p.m. – The Foundation
2. Dr. Ralph Stanley and the Clinch Mountain Boys with Sierra Hull and Highway 11, Saturday, September 6, 2008, 7:30 p.m. – The Foundation
3. Preservation Hall Jazz Band & The Blind Boys of Alabama “Down By The Riverside” Tour Tuesday, October 21, 2008, 7:30 p.m. – The Foundation

President Johnson announced the following meetings for the Board of Trustees for 2008 – 2009:

Tuesday, February 10, 2009
Tuesday, August 11, 2009

Tuesday, May 12, 2009
Tuesday, November 10, 2009

(The Next Regular Board of Trustees' Meeting/Board Retreat will be held On November 11 - 12, 2008, beginning at 2:00 p.m. in The Foundation.)

Isothermal Community College
Meeting of Board of Trustees
August 19, 2008
Page 9

The meeting was adjourned at 6:27 p.m.



CHAIRMAN



SECRETARY