

ISOTHERMAL COMMUNITY COLLEGE  
MEETING OF BOARD OF TRUSTEES  
FEBRUARY 10, 2009

The meeting of the Board of Trustees of Isothermal Community College met on Tuesday, February 10, 2009, at the Polk County Center. The following trustees were present: Chairman, Dr. Warren Carson; Gordon Scott, James Hutchins, David Herndon, Pat Morgan, Sally Jo Carter, Shay Hahn, Grady Franklin, Ron Giles and Jacqueline Godlock. The following staff members were present: Myra Johnson, Stephen Matheny, Kim Gold, Thad Harrill, Amy Penson, Cindy Ramsey, Mike Gavin and Glenda Scruggs. Jean Gordon from **The Daily Courier** was also present. Chairman Carson called the meeting to order at 5:10 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.

Approval of Minutes

A motion was made by Grady Franklin, seconded by David Herndon, to approve the following amendments to the minutes of November 11, 2008: Under Administrative Affairs, replace the second sentence with the following: Since the Attorney General advised the North Carolina Community College System to cease admitting undocumented immigrants, the State Board of Community Colleges took action which would deny this student the ability to attend Isothermal Community College. The fourth sentence should be replaced with the following: Even though this student has fulfilled his obligations, due to the action taken by the State Board of Community Colleges, he cannot attend Isothermal Community College. A motion was made by Gordon Scott, seconded by James Hutchins, to approve the minutes as amended. The motion was unanimously approved.

Trustee Affairs

President Johnson announced that trustees as well as some administrators and their direct reports are required to take a refresher course in ethics every two years. The State Ethics Commission has scheduled training presentations across the state. The nearest one to Isothermal is at Western Piedmont Community College in Morganton. Dr. Johnson stated that if anyone needed to take a basic or refresher course to notify Glenda Scruggs as soon as possible in order to reserve a date for training.

President Johnson informed the board that the State Board of Community Colleges approved the transfer of property from the Isothermal Community College Foundation to the College. Now the college is waiting for the attorney to complete the appropriate paper work.

Chairman Carson read a letter of resignation from Dr. Vernon Hoyle, a member of the Board of Trustees, in which he cited personal and health reasons for his resignation.

Mr. Gordon Scott, Chairman of the Personnel Committee, reported that the Personnel Committee had met to discuss the President's Annual Evaluation Form. Mr. Scott requested that trustees review the evaluation form and let him or anyone on the Personnel Committee know if there are any suggestions for change or improvement. Mr. Scott announced that the evaluation of the President will be conducted, by the board, during the month of April. Mr. Scott stated that he planned on sending the forms out around the first of April in hopes that they can be returned by April 23<sup>rd</sup>. The Personnel Committee will review the forms, prior to the trustees' meeting on May 12, 2009, at 4:00 p.m. The Board of Trustees will conduct a formal review at the regular meeting on May 12, 2009, at 5:00 p.m.

Chairman Carson requested that the Executive Committee review the Operational Manual and the committee structure of the Board of Trustees. Dr. Carson requested that Mr. James Hutchins arrange a time for this group to meet.

Vice President Matheny reminded the board that they had voted to proceed with filing a petition against the roofing company for the repair of the library roof. Mr. Matheny stated that the paper work was prepared and submitted by the attorney in January and we are now waiting for a response.

President Johnson presented updated copies of the organizational charts. (Attachment 1)

Vice President Gold reported that in the spring of 2007, Isothermal Community College conducted a series of surveys as part of the Community College Survey of Student Engagement or CCSSE. The survey measures student and faculty experiences in five critical areas: Active and Collaborative learning, Student effort, Academic Challenge, Student-faculty interaction and Support for learners. In the report provided by CCSSE, Isothermal had means that fell above the average in all categories when benchmarked against similar sized colleges nationwide. The CCSSE Survey will be conducted again in 2010.

Vice President Gold reported that the Mission, Vision and Values review process started in October with a half day retreat and a 25 member committee. The people were specifically chosen to represent the various areas of the college in order to make sure there was broad representation. From the larger group a steering committee was formed. This group took information from the larger committee and developed a draft of the college's mission, vision and values. The Steering Committee will share this draft with the larger committee on February 27, 2009. After review by the entire committee, the draft will be ready to take to the College Council and then to the Board of Trustees for approval.



President Johnson announced that a campus-wide meeting was held on January 30, 2009, to update college employees on the measures being taken by the North Carolina Community College System and the State Office of Budget and Management to address the budget shortfall. The following measures have been taken:

- All State-funded travel will be limited to instances involving employees' routine job requirements and be within a college's service area.
- No out-of-state travel will be conducted using State funds unless it is to reimburse expenses related to accreditation.
- All limited, allowed travel is subject to the availability of cash.
- No new purchase orders may be issued for goods or services that will require the expenditure of State General Fund appropriations except as specifically approved by the college President as an extraordinary and essential exception to this directive.
- Examples of permissible exceptions include: Office supplies (i.e. paper) essential to the continued daily operation of the college or a maintenance agreement for an essential piece of administrative equipment expires prior to the end of the fiscal year and needs to be renewed.
- Vacant positions, except for which prior commitments have been made, will not be filled except as specifically approved by the college President as an extraordinary and essential exception to this directive.
- The State must front the cash for federal expenditures until federal reimbursement funds are received.
- State funds for advanced planning and construction are not frozen at this time, and colleges should proceed with projects as planned. (Attachment 2)

President Johnson stated that the top priority for the college, as well as the System Office and State Budget and Management, is payroll.

President Johnson announced that the college's spring enrollment is up 30%. For the 2009 semester, attendance is at an all time high with a headcount of 2,509 students, full-time enrollment is 1,050 and FTE is over 1,000. Dr. Johnson stated that from all the information we have been given, Isothermal has experienced the highest enrollment increase of any other college. Dr. Johnson further stated that the college has tried to meet the needs of our service area by adding classes, hiring adjunct faculty and teaching overloads. As a result of this, we have had to reduce the class offerings for summer by 20%.

President Johnson announced that the Annual Equipment Audit was conducted for 2007-2008. The Community College System average was .28% in terms of the number of items and .22% in acquisition costs. Isothermal Community College was .05% for the number of items and .08%

for acquisition costs. One item was reported lost/stolen this year compared to five items for the previous year. Dr. Johnson stated that the purchasing agent has done a tremendous job in locating and keeping track of all the equipment and she commends her for the excellent job she did this year.

President Johnson reviewed a draft of the Strategic Plan Goals for 2008 – 2010. The following goals were set by the planning team and have been approved by the Management Team:

- Enhance and expand distance education
  - a. Increased focus on the utility of technology to enhance student learning
  - b. Increase online offerings
  - c. Assess quality and outcomes
- Review current and potential programs and services in all areas for strengths, concerns, and opportunities
- Develop new curriculum and non-credit programs and/or enhance existing programs in collaboration and/or partnership with business and industry, governmental agencies, and various constituent groups in response to changing workforce, economic development and community educational needs
- Enhance partnerships with public/private secondary and middle schools, universities, internal college programs and other institutions of higher learning to create gateways of opportunity and an integrated/seamless educational system
- Integrate assessment efforts campus-wide to include all programs and services; focus on “closing the loop”
  - a. Campus-wide assessment
  - b. SACS  
QEP (Assessment of General Education outcomes)
- Integrate into programs and services an acceptance of diversity and awareness of global environment as it impacts our students and their success (Attachment 2)

President Johnson reported that the Program Auditor normally visits our campus in October and a report is normally given to the trustees in February. We have been notified that the Program Auditor will be coming in March this year and a report will be given to the trustees at the May meeting.



President Johnson presented a draft of the Drug and Alcohol Policy (Policy No. III:01:20) pending any changes from the college attorney. (Attachment 3)

President Johnson announced that the state is offering a 457 Deferred Compensation Plan as an option for our employees. As a result, the college must have in place a board resolution which states that the Board of Trustees are aware that this plan is being offered to college employees. A motion was made by Gordon Scott, seconded by Shay Hahn, to adopt this resolution. This motion was unanimously approved.

#### Business Affairs

Vice President Matheny reported on several renovation projects being funded by money left over from the Life Long Learning Center construction project. Also local projects approved by the County Commissioners were: Two electric security vehicles, swimming pool heater, construction area concrete, welding construction, security fence and PE Room/AC unit. Projects in progress are: Special testing, boiler replacement and surplus storage building. The total estimate of the projects is \$170,220 with \$60,874 being spent thus far. (Attachment 4)

Vice President Matheny reported that the transfer of assets from the Wilkes Community College radio station to WNCW was progressing. Wilkes Community College will still control Merlefest. The Charlotte Mecklenburg Schools have approved the translator location agreement so we are moving forward with that. The new translator will provide a much anticipated signal going back in the areas of Charlotte where the market has not been served well. WNCW did a one day fundraiser, music cruise that raised \$14,000 which was timely, given the fact that their funds from the state was subject to the 3% reversion. Dr. Gold is working with the station manager on the strategic plan for the radio station. The radio station received a clean audit report for 2007-2008. In reviewing the financial statements for WNCW, service related revenues increased reversing a five-year trend and overall net assets increased by \$17,000. I commend Dana and his staff for their efforts managing revenues and expenses.

President Johnson reported that the college is required to develop a Business Continuity Plan and the Program Auditor is enforcing this. The Business Continuity Plan ensures continuation of college programs and services during and after small and large scale emergencies. The first priority is the safety of faculty, staff and students. An Emergency Management Team develops and distributes the plan, coordinates the training of faculty and staff, and coordinates implementation. A motion was made by Gordon Scott, seconded by David Herndon, to approve the Business Continuity Plan with the understanding that this plan is an ongoing work in progress. The motion was unanimously approved. (Attachment 5)

Vice President Matheny reported that the college received no instances of noncompliance on the Single Audit Report which deals with student financial aid. Mr. Matheny commended the financial aid department for a very good report.

Vice President Matheny reported that the college resource officer began in November and is doing an excellent job.

Vice President Matheny reported that bids were solicited for operating the College Café. A two-year contract was awarded to Ms. Tracy Duncan. The college negotiated the contract for a commission of 15% of the total monthly sales receipts.

Vice President Matheny distributed portfolio statements to board members attending the meeting. There was a review of the targeted investment allocations previously discussed at the Board retreat last Fall and a report of the current allocation which consists of 60% fixed income, 33% equities, 3% alternative investments and 4% cash. He reported that the value of the account has declined 8 tenths of 1% since the last report dated 10/31/08. Mr. Matheny reported that BB&T has assigned a new account representative located in Charlotte, NC to manage the account and that David Ishee will devote his time to the retail industry within BB&T. BB&T will also be working with Isothermal Community College to provide analysis of the spending policy and work with the college to develop strategies to preserve the corpus of the endowment to provide for future funding of scholarships.

President Johnson announced that gifts, grants, and donations totaling \$32,040.00 were received from November 11, 2008 through February 3, 2009. A motion was made by Ron Giles, seconded by Pat Morgan, to accept these gifts, grants, and donations. The motion was unanimously approved. (Attachment 6)

A motion was made by Pat Morgan, seconded by Jacqueline Godlock, to approve budget revisions as presented by Amy Penson, Controller. The motion was unanimously approved. (Attachment 7)

#### Academic Affairs

Vice President Gold reported that one course, Wheels of Learning, has been added to the Huskins Cooperative Program Agreement. This course introduces the student to basic safety, tools, and skills commonly found in the construction related trades. Topics include safety, basic math, blueprints, hand and power tools, and rigging. Upon completion, students should have successfully completed the core curricula as identified by the National Center for Construction Education and Research.



Vice President Gold announced that the Mathworks Grant, in the amount of \$30,000, has been received from the Duke Energy College Grant. This grant will help eliminate barriers and enable students to be successful in math courses.

#### Community and Workforce Education

Vice President Harrill reported that classes in the Truck Driving Program are going well. Twelve students have enrolled for the February 16<sup>th</sup> class and the class for March is already filling up. Students are coming from South Carolina, Georgia, and Arkansas so the program is well known. We also have displaced workers from Mako Marine, Haynes, AFA, Eaton and several other places outside our service area. Mr. Harrill stated that the eight students who graduated in January have already gone to work for various trucking companies. President Johnson stated that the college once did all the classroom instruction and on the road training. Now, the college handles the classroom instruction and SAGE is handling the on the road training. Stephen Matheny stated that what he thought attracted students to this program is the one-on-one instruction. We could increase the number of students in the classroom, but you would lose that one-on-one instruction.

Vice President Harrill reported on the regulations and findings of the 2008 Continuing Education Internal Audit Operating Report (Accountability and Creditability Plan). Mr. Harrill reviewed copies of the Spring Semester 2008, Summer Semester 2008 and the Fall Semester 2008 accountability and creditability results with the board and stated that the college has met or exceeded criteria in all areas. A motion was made by Sally Jo Carter, seconded by James Hutchins, to approve this report as presented. The motion was unanimously approved. (Attachment 8)

#### Personnel

President Johnson announced the retirement of Libby Cheshire, Secretary, Arts and Sciences and Developmental Education and Academic Support, effective February 1, 2009, with 29 years and four months of state service.

President Johnson announced the following resignations:

1. Pat Freeman, Vice President of Academic and Student Affairs, effective January 31, 2009
2. Maggie Killoran, Director of Enrollment, effective February 13, 2009

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

1. Pam Bunch, Morning Edition Senior Producer, WNCW, December 29, 2008 through June 30, 2009

2. Donna Cain, Library Acquisition Technician, January 1, 2009 through June 30, 2009

President Johnson announced that an extension of employment has been issued to Debbie Melton, Part-Time Business Office Paraprofessional.

#### Other Business

President Johnson made the following announcements:

1. Professional Development Day – February 12, 2009
2. Isothermal Senior Challenge, March 13, 2009
3. Spring Holidays for Staff – April 10 and April 13, 2009
4. Spring Holidays for Faculty and Students – April 10 through April 17, 2009
5. ICC Golf Tournament, April 22, 2009, at Apple Valley Country Club
6. Board of Trustees' Meeting – May 12, 2009, 5:00 p.m.
7. ICC Adult High School/GED Graduation, May 14, 2008, 7:00 p.m., The Foundation
8. ICC Curriculum Graduation, May 15, 2009, 7:00 p.m. - The Foundation  
-Speaker Ms. Clara Fowler, Former Instructor at Isothermal Community College
9. ICC Registration - May 18, 2009
10. First Day of Classes - May 19, 2009
11. Independence Day, July 3, 2009 – College Closed

President Johnson announced the following cultural events:

1. *Hiromi* – Sunday, February 22, 2009, 3:00 p.m. – The Foundation
2. Shelby High School Orchestra, Tuesday, February 24, 2009, 7:30 p.m. – The Foundation
3. *Seussical*, Tuesday, March 3, 2009, 10 a.m. – The Foundation
4. *Lady Bird, Pat and Betty: Tea for Three* – Monday, March 16, 2009, 7:30 p.m. – The Foundation
5. *Max & Ruby*, Friday, March 20, 2009, 10 a.m. and 12:30 p.m. – The Foundation
6. Chapter 6 – Friday, April 10, 2009, 7:30 p.m. – The Foundation
7. *The Platters, The Cornell Gunter Coasters, & The Marvelettes*, Monday, May 18, 2009, 7:30 p.m. – The Foundation

The meeting was adjourned at 7:30 p.m.



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February 10, 2009  
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CHAIRMAN

  
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SECRETARY