

ISOTHERMAL COMMUNITY COLLEGE  
MEETING OF BOARD OF TRUSTEES  
MAY 12, 2009

The Board of Trustees met on Tuesday, May 12, 1009, in the "Blue Room" of the Business Sciences Building. The following trustees were present: Warren Carson, Chairman; Gordon Scott, James Hutchins, Pat Morgan, Shay Hahn, Sally Jo Carter, David Eaker, Ron Giles, Grady Franklin, "Buck" Petty, David Herndon, Jacqueline Godlock and Shayla Faulkner, President of the Student Government Association. The following staff members were present: Myra Johnson, Stephen Matheny, Amy Penson, Kim Gold, Thad Harrill, Mike Gavin, Glenda Scruggs and Dana Whitehair. Allison Flynn with **The Daily Courier** was also present. Chairman Carson called the meeting to order at 5:00 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 Shay Hahn, to approve the minutes of the regular meeting of February 10, 2009, and the called meeting of March 24, 2009. The motion was unanimously approved.

Trustee Items

Chairman Warren Carson announced that after twelve years on the Board of Trustees, he would not seek re-appointment by the Polk County Commissioners. The Board of Trustees presented a plaque to Chairman Carson which expressed their appreciation for his many years of distinguished service. Mr. Gordon Scott announced that he would be resigning from the Board of Trustees after sixteen years of service. The Board of Trustees also recognized him for his sixteen years of distinguished service. Both trustees were commended for their leadership and contributions to the college.

The President's evaluation was deferred to the end of the meeting.

Upon recommendation of the Nominating Committee, a motion was made by Sally Jo Carter, seconded by "Buck" Petty, to approve the following slate of officers for 2009-2010:

James Hutchins  
David Herndon  
Pat Morgan  
Grady Franklin

Chairman  
First Vice Chairman  
Second Vice Chairman  
Secretary

The motion was unanimously approved.

The discussion of the President's contract was deferred until the end of the meeting.

Academic and Community Education Items

Mr. Thad Harrill, Vice President of Community and Workforce Education and Institutional Advancement, reported that the North Carolina Department of Commerce, Division of Workforce Development and the North Carolina Community College System have joined together to announce the JobsNOW "12 in 6" Project funded under the Workforce Investment Act through funds made available by the American Recovery and Reinvestment Act of 2009. Mr. Harrill stated that Isothermal Community College will receive \$250,000 to support training activities in twelve (12) occupational areas that could be completed in less than 6 months. Occupational areas include Nursing Assistant, Phlebotomy, Carpentry, Welding, Autobody Repair, etc. Colleges will be able to offer any other training that meets the demands of their local communities, provided that employability skills training (HRD) and the Career Readiness Certificate (CRC) are attached to the model. Community Colleges will be issued a *Request for Plan* application in which they must describe their local training plan. The plan must also describe how they will partner with local Workforce Development Boards, JobLink Career Centers and business and industry within their service area. Once the proposal is submitted and approved, the college can access the money in July, 2009.

Mr. Thad Harrill announced that Isothermal Community College was one of five community colleges selected to participate in a pilot program through DSS to provide a strategy to address the increased numbers of Food and Nutrition Service recipients due to the accelerating economic crisis. The college will receive approximately \$45,000, through that program, to cover one full-time position for a year to provide case management; market short-term training-to-employment options; provide career and training advisement; coordinate with DSS and ESC staff on client tracking; and submit reports to the State Office. Mr. Harrill stated that funds for this program will be available September 1, 2009.

Dr. Kim Gold, Vice President of Academic and Student Services and Institutional Assessment, reported that the LPN Educational Resource Testing Program fee, which helps our nurses prepare for their nursing certification exam, has increased from the current \$105.50 fee to \$123.83 for the first semester; \$102.63 for the second semester; and \$120.63 for the third semester. This fee is the service provider's cost being passed on to the students. A motion was made by David Herndon, seconded by Pat Morgan, to approve this fee increase. The motion was unanimously approved.



Dr. Gold announced that the ADN ATI fee is a one-time fee of \$320.00 for the summer of 2009 and \$353.00 for the fall of 2009. A motion was made by Pat Morgan, seconded by Gordon Scott, to approve this increase. The motion was unanimously approved.

President Johnson reported that the college is required to have the Continuing Education Self-Supporting Policy (II:03:01) approved every three years. Registration fees for self-supporting continuing education courses will be set to cover the direct and indirect costs of the program as well as provide for a reserve. The objective is for the total program to cover its costs although some courses will not be able to cover their costs. Dr. Johnson stated that since the college has begun to offer self-supporting curriculum courses, and did not want to create a separate, new policy, one has been added to the current policy. Tuition and fees for self-supporting curriculum courses will be equal to the current tuition and fees for the equivalent FTE generating courses. The objective is to make the self-supporting aspect of the curriculum course transparent for the student. The number of enrolled students should cover the direct cost of instruction of the course. A motion was made by Pat Morgan, seconded by Gordon Scott, to approve the addition of a Curriculum Self-Supporting Policy to the current Continuing Education Self-Supporting Policy. The motion was unanimously approved. (A-1)

#### Administrative Items

Draft copies of the Mission, Vision and Values Statement, which were developed by the Steering Committee, were distributed. Dr. Gold announced that the copies that were distributed were also distributed to the entire campus. Dr. Gold stated that she was already receiving feedback from campus employees and requested that the trustees also provide her with comments and suggestions. (Attachment)

Mr. Stephen Matheny reported that the Powers Scholarship Committee met on April 29<sup>th</sup> to get some projections from Karen Harris who is responsible for administering the Powers Scholarship Fund. The 2008-2009 totals for scholarship awards were around \$387,000. Mr. Matheny stated that in reviewing the recent statements, with some capital losses and the downturn in market values, the committee was cautioned to anticipate a maximum expenditure for the coming fiscal year of about \$250,000 based on projected income on the portfolio. This is quite a substantial difference in last year and presents quite a challenge for Ms. Harris and her department. A meeting will be planned, with representatives from BB&T, to discuss strategy and the investment mix in the portfolio which is heavily invested (60%) in the fixed income category.

President Johnson announced that she has been approached by Matthew McEnnerney, with the Rutherford County Arts Council, concerning the revival of the Snuffy Jenkins Bluegrass Festival. President Johnson stated that this is a wonderful opportunity to positively impact the county and region by participating as a partner in the sponsorship of this event. The facilities, central location and other resources, such as WNCW, give the event a springboard for success.

President Johnson announced that Cindy Moore, Human Resources Manager, has reviewed the college's policies and procedures and has tried to determine how the college's policies match up with the requirements from the state. Dr. Johnson stated that she and Ms. Moore are reviewing all the college's current handbooks and are trying to bring all of those policies under one book. The following policies need immediate action:

A motion was made by David Herndon, seconded by "Buck" Petty, to approve Policy I:01:08 - the Dismissal, Suspension, or Non-Renewal – Reasons and Procedures for Appeal, Due Process. This motion was unanimously approved. (A-2)

A motion was made by James Hutchins, seconded by Jacqueline Godlock, to approve Policy I:01:20 – Recognition of Enhancement of Credentials. The motion was unanimously approved. (A-3)

A motion was made by Grady Franklin, seconded by David Herndon to approve Policy II:01:10 – Curriculum Faculty Salary Plan. The motion was unanimously approved. (A-4)

A motion was made by David Herndon, seconded by "Buck" Petty, to approve Policy III:01:03 – Classification of Full-time and Part-time Employees. This motion was unanimously approved. (A-5)

A motion was made by Shay Hahn, seconded by Sally Jo Carter, to approve Policy III:01:06 – Hourly Limitations of Part-time, Non-faculty, Basic Skills Programs and Continuing Education Employees. The motion was unanimously approved. (A-6)

Dr. Johnson stated that a Drug and Alcohol Policy was reviewed at the last board meeting but the Board of Trustees needed to approve the policy. A motion was made by Sally Jo Carter, seconded by Pat Morgan, to approve Policy III:01:20 – Drug and Alcohol Policy. The motion was unanimously approved. (A-7)

President Johnson reported that the Administrative Code requires that colleges have a furlough/reduction in force policy. A furlough is a reduction in force avoidance measure that allows for, but not limited to, a reduction in work hours and/or reduction in compensation. This policy, in light of the current budget situation, will serve as a safety net for the college. A motion was made by "Buck" Petty, seconded by David Herndon, to approve Policy I:01:26 – Furlough/Reduction In Force. The motion was unanimously approved. (A-8)

President Johnson announced that in order to comply with state law and in appreciation for their service to this State and this country, veterans shall be granted preference in employment at the College. In order to claim veterans' preference, eligible veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position. A motion was made by Shay Hahn, seconded by Jacqueline Godlock, to approve Policy I:01:27 – Veterans Preference. This motion was unanimously approved. (A-9)

A motion was made by David Herndon, seconded by "Buck" Petty, to approve revisions to the Leave Policy reflecting security guards' work schedule change. Recommended changes will go into effect May, 2009. The motion was unanimously approved. (A-10)

A motion was made by Pat Morgan, seconded by James Hutchins, to approve Policy III:01:27 - Identity Theft Prevention/Red Flag Rules. This motion was unanimously approved. (Attachment)

#### Business Items

Mr. Dana Whitehair, General Manager of the WNCW Public Radio Station, presented the following report to the trustees:

- Spring Pledge Drive – WNCW received nearly \$35,000 in pre-pledge drive donations and the station's goal of raising over \$100,000 during the drive was achieved.
- Underwriting and Marketing – Having a full-time underwriting account salesperson has allowed WNCW to again be proactive in both sales and client services. WNCW has sold a total of \$106,920 worth of annual underwriting contracts.
- Wilkesboro (WSIF) – The agreement to transfer WSIF's license from Wilkes Community College to Isothermal Community College was signed in January 2009, and received FCC approval on April 2, 2009. The transfer is expected to take place within the next

week or so. WNCW's staff assisted Wilkes Community College with WSIF's operation during the recent MerleFest Music Festival. The growing bond between ICC/WNCW and WCC/MerleFest is of particular importance since it has the potential to greatly enhance both WNCW's programming and its marketability.

- Charlotte – An agreement between ICC and Charlotte-Mecklenburg Schools for WNCW's Charlotte translator, to be located atop Randolph Middle School, was signed in January. WNCW received long-awaited drawings from our licensed structural engineer and are in the process of obtaining a building permit from Mecklenburg County.
- State Funding – WNCW is facing the potential loss of just over \$201,000 in state funding as a result of the State's fiscal crisis.

President Johnson reported that the budget picture is not getting any better. Dr. Johnson stated that a campus-wide meeting was held on April 29, 2009, to keep employees abreast of any changes in the state's budget situation. At that time, employees were informed that the state has a budget shortfall of \$3.2 billion dollars for the remainder of this year. The college has already reverted an actual five percent (5%) and the college has been in a budget lockdown which means no travel, no purchases and no hiring. Any exceptions must be made on a case to case basis by the Office of State Budget and Management.

Pat Morgan informed the trustees that the Finance Committee met with President Johnson and Mr. Matheny on April 28, 2009, and approved the draft proposal of the Rutherford County Budget for 2009-2010. Mr. Matheny stated that the 2009 – 2010 budget request represented an overall reduction of \$7,400 from the 2008 - 2009 budget request. Upon recommendation of the Finance Committee a motion was made by David Herndon, seconded by "Buck" Petty, to approve the 2009-2010 budget request in the amount of \$1,912,715.00. This motion was unanimously approved. (A-11)

Upon recommendation of the Finance Committee, a motion was made by David Eaker, seconded by Sally Jo Carter, to approve the Polk County Local Budget request for 2009 – 2010 in the amount of \$122,556.00

Amy Penson, Controller, stated that according to North Carolina guidelines, returned checks which are uncollectable should be written off the books. Ms. Penson stated that each student's account has been flagged and he/she will be required to pay off any old debt before registering again for any type of classes or obtaining a transcript. All accounts over \$50.00 have been



turned over to a state contracted collection agency and the North Carolina Department of Revenue for set-off debt collection proceedings. A motion was made by Sally Jo Carter, seconded by Shay Hahn, to approve this write-off of uncollectible returned checks. The motion was approved. (Attachment)

President Johnson announced that gifts, grants and donations totaling \$19,097.34 have been received from February 3, 2009 through May 5, 2009. A motion was made by Gordon Scott, seconded by James Hutchins, to approve these gifts, grants and donations. The motion was unanimously approved. (A-13)

A motion was made by James Hutchins, seconded by "Buck Petty", to approve budget revisions as presented by Controller Amy Penson. This motion was unanimously approved. (A-14)

#### Personnel

President Johnson announced the following resignations:

1. Ginger Hutcherson, Testing Coordinator, effective March 6, 2009
2. Carson Thomas, Server Administrator, effective February 20, 2009

President Johnson announced that a Statement of Appointment was issued to Elizabeth Adams, High School Liaison, April 6, 2009 through June 30, 2010.

A discussion regarding a non-renewal of contract was deferred until the end of the meeting.

A motion was made by David Herndon, seconded by Shay Hahn, to approve Letters of Intent for 2009 – 2010. The motion was unanimously approved. (A-15)

#### Other Business

President Johnson made the following announcements:

1. Adult High School/GED Graduation, May 14, 2009, 7:00 p.m. The Foundation – Speaker, Chivous Bradley, former County Commissioner
2. Curriculum Graduation, May 15, 2009, 7:00 p.m. The Foundation – Speaker, Clara Fowler, former instructor at Isothermal Community College
3. Joint Meeting between Rutherford County Commissioners and ICC Board of Trustees, May 18, 2009 - The Foundation – Seminar "A", 12 Noon
4. Summer Operation Hours for College – May 18, 2009 through August 7, 2009 – 7:30 a.m. – 4:30 p.m. Regular hours begin on August 10, 2009, 8:00 a.m. – 4:30 p.m.

5. Rutherford Correctional Center Graduation, Spindale Correctional Unit, May 21, 2009, 7:00 p.m. – Speaker, Stephen Matheny
6. Independence Day – July 3, 2009 - **College Closed**
7. Board of Trustees' Meeting, August 11, 2009, 5:00 p.m. "Blue Room" Business Sciences Building

A motion was made by Gordon Scott, seconded by Sally Jo Carter, to go into closed session, under provision G. S. 143-318-11 (a) (6) to discuss a personnel issue and the president's performance and contract. Myra Johnson, Stephen Matheny and Glenda Scruggs remained during the first part of the session upon invitation of the board. The motion was unanimously approved.

A motion was made by James Hutchins, seconded by Gordon Scott, to return to open session. The motion was unanimously approved.

Gordon Scott, Chairman of the Personnel Committee, reported that presidential evaluation forms for 2008-2009 have been completed by the President's direct reports and the Board of Trustees and President Johnson met or exceeded expectations in all areas. Upon recommendation of the Personnel Committee, a motion was made by Gordon Scott, seconded by "Buck" Petty, to approve the evaluation forms as submitted and forward the report to the State Board of Community Colleges as required. The motion was unanimously approved.

A motion was made by Gordon Scott, seconded by Sally Jo Carter, to offer President Johnson a two-year contract (ending on June 30, 2011), with basically the same provisions as her current contract, with the exception of an increase in the county supplement of \$2,500 for 2009 and an increase of \$2,500 in 2010, contingent upon availability of funds. There will be no change in the president's travel allowance. This motion was unanimously approved.

The meeting was adjourned at 9:53 p.m.

  
CHAIRMAN

  
SECRETARY