

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF BOARD OF TRUSTEES
POLK COUNTY CENTER
FEBRUARY 16, 2010

The Board of Trustees of Isothermal Community College met on Tuesday, February 16, 2010, at the Polk County Center in Columbus, NC. The following trustees were present: James Hutchins, Chairman; David Herndon, Shay Hahn, "Buck" Petty, Jacqueline Godlock, Grady Franklin, David Eaker, Bobby England, Sally Jo Carter, Ray Gasperson, Leonard Hollifield, Chivous Bradley, Pat Morgan, and Ron Giles. The following staff members were present: Myra Johnson, Thad Harrill, Mike Gavin, Amy Penson and Glenda Scruggs. Mr. Scott Baker with LS3P Architect was also present. Chairman Hutchins called the meeting to order at 5:25 p.m.

Agenda Confirmation

Chairman Hutchins reported a minor change in the agenda. Mr. Hutchins stated that when the Building and Grounds Committee gives their report, action will need to be taken concerning the recommendation from the committee. Hearing no other changes, the agenda was confirmed.

Ethics Statement

Chairman Hutchins 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

Chairman Hutchins asked if there were any corrections to the minutes of November 3, 2009. Hearing none, the minutes were approved by general consensus.

Trustee Affairs

David Herndon reported that the Executive Committee met on February 2, 2010, and reviewed the proposed agenda for this evening's meeting. The committee discussed and will recommend the following trustees to serve on the Nominating Committee: Shay Hahn, Chairman; Jacqueline Godlock, David Eaker and "Buck" Petty. It was recommended that the Nominating Committee be charged with the responsibility of reviewing the Board of Trustees By-Laws and consider how nominations have been handled in the past and use this information when making a recommendation to the full Board of Trustees. It was also recommended that the Board of Trustees devise an instrument to evaluate themselves. President Johnson offered to contact our sister institutions and the trustees' association to see if any of them have a sample evaluation form we can review. President Johnson announced that the NCACCT Law Conference is scheduled to meet at the Research Triangle Park on April 7-9, 2010. Dr. Johnson stated that

Glenda will check to see how many of our trustees need to attend. Registration fees and hotel reservations will be made as soon as possible. Materials will be mailed to all trustees attending.

Grady Franklin reported that the Curriculum Committee met on January 12, 2010. The agenda included an overview of the curriculum procedures for the College and the curriculum approval process for the Community College System. The committee then reviewed three new curriculum programs. A brief description of each program is listed below:

- Emergency Medical Services
This program prepares individuals to be paramedics or to enable individuals that currently hold a paramedic certification to advance their career. We are working to develop a bridge program specifically designed for certified paramedics to enable them to advance into management positions or other health related careers.
- Gaming and Simulation
The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management. Many people tend to focus on the gaming aspect but the program also has many applications for manufacturing as well as education.
- Sustainable Technologies
The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, alternative energy, manufacturing, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies. Course work may include alternative energy, environmental engineering technology, sustainable manufacturing, and green building technology. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Mr. Franklin also reported that Dr. Karen Jones provided an overview of the Student Appeal Process for the committee.

Mr. Ron Giles, Chairman of the Building and Grounds Committee, reported that the committee met with Mr. Scott Baker of LS3P on January 26, 2010. Mr. Giles stated that the majority of the meeting was related to advanced planning. The committee reviewed two schemes and selected Option A, a two-story facility.

As a part of the committee report, Mr. Giles introduced Mr. Scott Baker with LS3P who distributed and reviewed the architect's renderings of the proposed Allied Health and Sciences Building. Upon recommendation of the Building and Grounds Committee, a motion was made by Ron Giles, seconded by Sally Jo Carter, to approve the architect's renderings and submit them to the State. The motion was unanimously approved. (Attachment Available)

Mr. Giles continued with the committee report. The committee also discussed the following items:

- Roofing Repairs – Welding/Pottery areas and Business Sciences
- Brick Sealing at the Foundation Building
- Continuing to negotiate with Fireman's Association about possible land lease
- Rutherfordton Elementary School – Provide leasehold improvement contract for possible programming.
- Facilities Access Project – Proxy Card Door Access for some classrooms on campus. This item has already been bid and will be installed in a few weeks.

Mr. "Buck" Petty reported that the Personnel Committee met prior to the board meeting to discuss the procedures for evaluating the College President. Mr. Petty stressed the importance of participating in the President's evaluation and encouraged everyone to participate and return their evaluation forms in a timely manner. Mr. Petty stated that the Personnel Committee developed the following schedule:

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| • March 15, 2010 | President Johnson's evaluation forms will be mailed to all trustees and direct reports |
| • March 31, 2010 | Evaluation forms are due – Mail to Mr. Petty |
| • April 14, 2010 | Personnel Committee and Glenda Scruggs will meet and tabulate evaluations 12 Noon – Board Room of the Administration Building |
| • May 4, 2010 | Personnel Committee will meet with President Johnson to review the evaluations 12 Noon – Board Room of the Administration Building |
| • May 11, 2010 | Regular Board of Trustees Meeting 5 p.m. – "Blue Room" of the Business Sciences Building – Will share results of the evaluations with the full board |

Chairman Hutchins stated that the Trustee By-Laws states that a special committee will be appointed by the Chairman at the regular February meeting for the purpose of nominating a slate of officers to be recommended to the Board of Trustees. Chairman Hutchins appointed

the following trustees to serve on the Nominating Committee:

Shay Hahn, Chairman
"Buck" Petty
Jacqueline Godlock
David Eaker

The Nominating Committee will meet on March 23, 2010.

Administrative Affairs

President Johnson reported that the College's Mission, Vision and Values Statements were recently reviewed. Dr. Johnson stated that only the Mission Statement must be approved by the Board of Trustees. Dr. Johnson stated that the Mission Statement, "Isothermal Community College exists to improve life through learning" is being submitted for approval. A motion was made by David Herndon, seconded by Shay Hahn, to approve the College's Mission Statement. The motion was unanimously approved. (Attachment Available)

President Johnson presented a proposed schedule change for summer 2010. Dr. Johnson stated that normally staff works from 7:30 a.m. until 4:30 p.m. Monday through Thursday and from 7:30 a.m. until noon on Fridays during the summer. The proposed change would mean working from 7:30 a.m. until 5:30 p.m. Monday through Thursday with the College closed on Friday. Dr. Johnson stated that the institution would save an estimated \$20,500 for the 14 Fridays during the semester and would save staff travel expenses getting to work. Dr. Johnson further stated that this proposal would serve as a morale boost for staff in light of frozen salaries for the past two years. It would not affect faculty as the majority of them are on nine-month contracts. A motion was made by Ron Giles, seconded by "Buck" Petty, to approve the proposed schedule change beginning May 17, 2010, and ending August 13, 2010. The motion was unanimously approved.

Business Affairs

President Johnson announced that the Annual Internal Equipment Audit was conducted for 2008-2009. The Community College System average was .10% in terms of the number of items and .07% in acquisition costs. Isothermal Community College was .05% for the number of items and .07% for acquisition costs. Out of 1,891 items, one item was reported lost/stolen this 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 announced that gifts, grants and donations totaling \$255,193.69 were received from November 1, 2009 through February 8, 2010. A motion was made by Sally Jo Carter,

seconded by David Herndon, to accept these gifts, grants and donations. The motion was unanimously approved. (Attachment Available)

A motion was made by "Buck" Petty, seconded by David Eaker, to approve budget revisions as presented by Amy Penson, Controller. The motion was unanimously approved. (Attachment Available)

Academic Affairs

President Johnson announced that enrollment is up significantly over last spring but a final count will not be available until the high school students finish the registration process.

A motion was made by "Buck" Petty, seconded by Leonard Hollifield, to approve the Associate Degree in Nursing (ADN) Testing Fee in the amount of \$376.00, an increase of \$23.00, and the Licensed Practical Nurse (LPN) Testing Fee in the amounts listed below:

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| • Summer 2010 | \$149.67 (plus tax) | \$161.27 | An increase of \$37.44 |
| • Fall 2010 | \$121.67 (plus tax) | \$131.10 | An increase of \$10.47 |
| • Spring 2011 | \$121.67 (plus tax) | \$131.10 | An increase of \$10.47 |

Dr. Johnson stated that the above fees will also be included as a part of the Annual Schedule of Fees distributed at the August board meeting. The motion was unanimously approved.

Community and Workforce Education

Vice President Harrill reported on the regulations and findings of the Fall 2009 Continuing Education Internal Audit Operating Report (Accountability and Creditability Plan). Mr. Harrill stated that the College has met or exceeded criteria in all areas. A motion was made by Grady Franklin, seconded by Leonard Hollifield, to approve this report as presented. The motion was unanimously approved. (Attachment Available)

Personnel Items

President Johnson announced the following Statements of Appointment:

1. Debbie Melton – Business Office Paraprofessional, November 18, 2009 through June 30, 2010
2. Mark Carpenter – Server Administrator (Datatel), January 11, 2010 through June 30, 2010
3. Karen Marshall – Lifelong Learning Coordinator, February 8, 2010 through June 30, 2010
4. Amy Cook – Director of Basic Skills, February 25, 2010 through June 30, 2010

President Johnson announced that Ms. Lynn Goode transferred from Occupational Extension Coordinator to Adult High School Programs Secretary – January 1, 2010 through June 30, 2010.

Other Business

President Johnson made the following announcements:

1. Annual Poetry Slam, February 26, 2010, 6:30 p.m. – 9:00 p.m. – The Foundation Lobby
2. Nominating Committee Meeting, March 23, 2010 Time)
3. Isothermal Senior Challenge, March 26, 2010
4. Sixth Annual Writers' Workshop, Saturday, March 27, 2010. This year's featured authors are Darnell Arnoult, Barbara Presnell and Kevin Watson
5. Spring Holidays – April 2 and April 5, 2010 – College Closed
6. Spring Holidays for Faculty and Students – April 6 through April 9, 2010
7. North Carolina Association of Community College Trustees' Law Conference, Research Triangle Park – April 7-9, 2010
8. ICC Golf Tournament, April 13, 2010, 9:00 a.m. - Apple Valley Country Club
9. ICC Sports Day – April 20, 2010
10. Finance Committee Meeting, April 20, 2010 Time)
11. Executive Committee Meeting, April 27, 2010, 12 Noon
12. Board of Trustees' Meeting – May 11, 2010, 5:00 p.m. – The "Blue Room Business Sciences Building
13. ICC Curriculum Graduation, May 17, 2010, 7:00 p.m. – The Foundation – Speaker Dr. Scott Ralls, State President of the North Carolina Community College System
14. ICC Adult High School/GED Graduation, May 18, 2010, 7:00 p.m. – The Foundation
15. ICC Registration Summer Semester – May 18, 2010
16. First Day of Classes - May 19, 2010
17. Memorial Day – May 31, 2010 – College Closed

President Johnson announced the following cultural events:

1. Patchwork: The Little House Life of Laura Ingalls Wilder – Thursday, March 25, 2010, 10:00 a.m. only – The Foundation
2. Ronnie Millsap – Saturday, March 27, 2010, 7:30 p.m. – The Foundation
3. "The Piano Men – Starring Jim Witter" – Friday, April 16, 2010, 7:30 p.m. – The Foundation
4. "If You Give A Pig A Pancake and Other Story Books" – Thursday, April 29, 2010, 10:00 a.m. only – The Foundation
5. The Lettermen – Saturday, May 29, 2010, 7:30 p.m. – The Foundation

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The meeting was adjourned at 7:21 p.m.


CHAIRMAN


SECRETARY