

ISOTHERMAL COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 16, 2010

The Board of Trustees of Isothermal Community College met on Tuesday, November 16, 2010, in the "Blue Room" of the Business Sciences Building. The following trustees were present: James Hutchins, Chair; David Herndon, Vice Chair; Grady Franklin, Secretary/Parliamentarian; Chivous Bradley, Sally Jo Carter, David Eaker, Dr. Bobby England, Ray Gasperson, Ron Giles, Jackie Godlock, Shay Hahn, Leonard Hollifield, "Buck" Petty, and Pat Morgan. The following staff members were present: Dr. Myra Johnson, Mike Gavin, Dr. Kim Gold, Thad Harrill, Stephen Matheny, Amy Penson, Dana Whitehair, and DeeDee Barnard. Chairman Hutchins called the meeting to order at 1:00 p.m.

Agenda Confirmation

Chairman Hutchins asked the Board members if there were any additions or deletions to the Agenda. A motion was made by Mr. Franklin to amend the order of the agenda to move the WNCW update up on the agenda right after the Approval of Minutes. Mr. Giles seconded the motion and the motion was unanimously approved. Mr. Herndon made a motion to approve the agenda. The motion was seconded by Mr. Petty and the motion was unanimously approved.

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. No conflicts were indicated.

Approval of Minutes

Chairman Hutchins asked for a motion on the approval of minutes from the August 24, 2010 Board of Trustee meeting. Mr. Bradley made a motion to approve the minutes and Mr. Giles seconded the motion. The motion was unanimously approved.

WNCW Update

Mr. Whitehair gave a detailed update on the recent happenings of WNCW. He notified the Board of the \$188,000 raised at the fund drive and current staffing at the radio station. In addition, Mr. Whitehair informed the Board that the station was voted as the Best Local Radio Station by the readers of Asheville's Mountain Xpress newspaper and that the station is running efficiently in the black this past year. Mr. Franklin congratulated Mr. Whitehair on the success of the radio station.

Trustee Items

o Executive Committee

Mr. Herndon informed the Board of the recent meeting held by the Executive Committee on November 3, 2010. He commented on the review by the Committee of the Personnel Policies, Personnel Records Management Policy, and Contract for Employment forms. Dr. Johnson gave a brief update on the entire policy revisions which includes the Contract for Employment forms (Faculty, Adjunct, and Statement of Appointment) as an item for Trustee approval. In addition, Mr. Herndon commented on the agenda reviews for the Trustee Conference and the Board Meeting. Ms. Morgan was credited by Chairman Hutchins for re-naming the Trustee Retreat to the Board of Trustees Annual Conference. Mr. Herndon also informed the Board that the Committee discussed the handling of closed session minutes. Mr. Franklin explained that all closed session minutes would be approved in closed session due to the guidelines documented in Robert's Rules of Order.

o Curriculum Committee

Chairman Hutchins asked Ms. Morgan, Chair of the Curriculum Committee for a report from the Committee. Ms. Morgan requested that Dr. Gold give the report. Dr. Gold reported to the Board, the proposed agreement with Polk County School Board to approve an Early College Agreement.

o Buildings and Grounds Committee

Dr. England, Chair of the Buildings and Grounds Committee gave a report to the Board on the Committee's recent meeting on October 26, 2010. The Committee made a recommendation to the Board that the Administration move forward with plans to add additional parking. Dr. Johnson along with Mr. Matheny presented the Board with drawings of the proposed additional parking.

In addition, Dr. England recommended that the Administration move forward with the proposed lease with the Firefighters Association. Mr. Matheny informed the Board that the lease was now being drafted and would come before the Board at a later date.

Dr. England informed the Board that other matters from the Building and Grounds Committee will be deferred to the end of the meeting.

Action from Trustee Items

Mr. Petty made a motion to approve the Personnel Policies, Set 4 (A-1) and Mr. Hollifield seconded the motion. The motion was unanimously approved.

Mr. Franklin made a motion to approve the Personnel Records Management Policy (A-2) and Mr. Eaker seconded the motion. The motion was unanimously approved.

Dr. England made a motion to approve the Contract for Employment forms (Faculty, Adjunct, and Statement of Appointments) (A-3) and Mr. Petty seconded the motion. The motion was unanimously approved.

Mr. Petty made a motion to approve the Early College Agreement with Polk County Schools (A-4) and Ms. Hahn seconded the motion. The motion was unanimously approved.

Dr. England made a motion for the Administration to move forward with the Parking Expansion project and Mr. Bradley seconded the motion. The motion was unanimously approved.

Administrative Items

Chairman Hutchins mentioned the Acceptance of Gifts and Donations (A-5) to the Board. Dr. Johnson commented on the donation of the race car valued at zero and informed the Board that the donor is responsible to allotting the value amount on items donated. Mr. Giles made a motion to approve the Acceptance of Gifts and Donations and Mr. Hollifield seconded the motion. The motion was unanimously approved.

Dr. Johnson gave a brief report and update concerning the current budget and the budgeting process for next year. In addition, Dr. Johnson asked for approval of the Budget Revisions (A-6). Mr. Bradley made a motion to approve the Budget Revisions and Ms. Godlock seconded the motion. The motion was unanimously approved.

Academic and Community and Workforce Education Items

Dr. Johnson presented the Board with an update on the continued increase in enrollment at Isothermal Community College.

Dr. Johnson informed the Board of the upcoming 5th Year Report required from SACS and asked Dr. Gold to update the Board. Dr. Gold explained that SACS stands for the Southern Association of Colleges and Schools and that the 5th Year Report is a condensed accreditation process with 14 compliance statements. Dr. Gold continued with an explanation of the QEP (Quality Enhancement Plan) that SACS is requiring.

Personnel

Dr. Johnson announced upcoming retirements, transfers, resignations, and newly appointed personnel. She informed the Board of a change in the notice of retirement with Ms. Patsy Pennington. Ms. Pennington is classified as a resignation instead of retirement. Ms. Carter made a motion to accept the contract of Leslie Rhom – ADN Instruction. Mr. Hollifield seconded the motion and the motion was unanimously approved.

Other Business

Dr. Johnson made the Board aware of the Thanksgiving Holidays and the closing of the college. In addition, Dr. Johnson requested the Board attend the annual Retirement & Service Award Reception on December 14, 2010 from 2:00 to 4:00 in the Foundation Lobby.

Dr. Johnson informed the Board of the excitement surrounding the Foundation Performing Arts Center on the upcoming appearance by Ms. Kathy Mattea.

The Board decided upon 9:00 am for the May 24, 2011 meeting.

Trustee Items (Deferred)

A motion was made by Mr. Franklin, seconded by Mr. Herndon, to go into closed session, under 143-318.11.5, to establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property and discuss the President's evaluation. Mr. Petty made a motion to amend the main motion to remove the discussion of the President's evaluation at this time. Ms. Hahn seconded the motion and it was approved. The main motion was adopted as amended.

Mr. Petty made a motion to go back into open session, Ms. Hahn seconded the motion. The motion was unanimously approved.

Chairman Hutchins announced the only action of the Board in the closed session was approving the minutes from the August 24, 2010 closed session. The meeting was adjourned by general consent at 2:55 p.m.



CHAIRMAN
MR. JAMES HUTCHINS



PARLIMENTARIAN/SECRETARY
MR. GRADY FRANKLIN