

ISOTHERMAL COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 22, 2011

The Board of Trustees of Isothermal Community College met on Tuesday, February 22, 2011 in the "Lecture Room" of the Polk Center. 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, Jackie Godlock, Shay Hahn, Leonard Hollifield, "Buck" Petty, and Venus Keliikuli, SGA President. The following staff members were present: Dr. Myra Johnson, Mike Gavin, Dr. Kim Gold, Thad Harrill, Amy Penson, and DeeDee Barnard. Chairman Hutchins called the meeting to order at 5:04 p.m.

Agenda Confirmation

Chairman Hutchins asked the Board members if there were any additions or deletions to the Agenda. The agenda was confirmed by General Consent.

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 November 16, 2010 Board of Trustee meeting. Mr. Eaker made a motion to approve the minutes and Mr. Hollifield seconded the motion. The motion was unanimously approved.

Chairman Hutchins called for a thirty minute recess at 5:15 pm.

Trustee Items

o Executive Committee

Chairman Hutchins gave a report to the Board of the recent Executive Committee Meeting held on February 9, 2011. In his report Chairman Hutchins reminded the Board of the Ethics Training and the required Statements of Economic Interest. Ms. Barnard instructed the Board about the packets for the SEI's, requesting that the statements be returned by March 21, 2011 to the College, and the \$250.00 fine if the statements were late to the State Ethics Commission's Office. Ms. Barnard will keep a copy on file and send the originals in to the State Ethics Commission by their deadline of April 15, 2011.

As discussed in the Executive Committee meeting, Chairman Hutchins requested for Dr. Johnson to give an update on enrollment. Dr. Johnson informed the Board of the enrollment growth in the Continuing Education area by 4.5% overall and a 65% growth at the Polk Center. Dr. Johnson also mentioned to the Board the employment rate of graduates from the Truck Driving School program.

Dr. Johnson informed the Board of a 5% decrease of FTE in the Curriculum area that she feels may in part be due to mandates from the State level regarding the reduction of the high school college education programs. Although Dr. Johnson commented that it may be the start of a decline in enrollment in the area.

Chairman Hutchins informed the Board that the Executive Committee reviewed all of the policies being presented to the Board for consideration of approval. In addition to the Executive Committee Chairman Hutchins reminded the Board that the Curriculum Committee also reviewed the policies.

Chairman Hutchins announced the Nominating Committee chaired by Ms. Hahn. Members of the Committee are Mr. Eaker, Ms. Morgan, and Mr. Bradley. The Nominating Committee will meet on March 22, 2011 at 1:00 pm.

Chairman Hutchins informed the Board of the upcoming NCACCT Law Seminar being held on April 6, 2011 through April 8, 2011 at the Research Triangle Center in Raleigh, NC. He invited the Board Members to attend and requested that anyone interested in attending please notify Dr. Johnson. Dr. Johnson reminded the Board that the College could not afford to send the entire Board. Chairman Hutchins recommended that up to four Board Members attend the seminar.

- Curriculum Committee

Chairman Hutchins requested that Mr. Franklin give the Board a report on the recent Curriculum Committee held on February 7, 2011. Mr. Franklin informed the Board that he was giving the report in the absence of Ms. Pat Morgan. Mr. Franklin reported that the Committee reviewed policies and procedures. In his report, Mr. Franklin informed the Board that the change in procedure with the most impact was in the appeals process. In the revised Judicial Procedures, the student appeal process finishes with the President of the College instead of the Board of Trustees. He asked Dr. Gold to fill the Board in on other revisions. Dr. Gold spoke about the revisions in terms of being consistent with the language and substance within the other recently approved policies. Dr. Johnson also mentioned that changes were made in accordance to legal advice from the College's attorneys.

Mr. Franklin requested Dr. Gold inform the Board about the SACS Substantive Change Procedures. Dr. Gold reported that SACS requires substantial changes in program offerings or delivery be approved by the Commission prior to implementation. One provision of this requirement relates specifically to distance learning delivery methods. Dr. Gold and other administrative staff have developed procedures regarding substantive changes. An overview of procedures was provided as a handout to the Board. The short-term effect of these procedures has been to slow the addition of distance learning offerings; however Dr. Gold stated that the long-term effect will be to ensure the consistency of learning outcomes regardless of delivery method.

At the request of Mr. Franklin, Dr. Gold informed the Board of the reasoning behind the Health & Safety Admissions policy and if the directive is given from the State Board of Community College, Isothermal Community College would be ready to implement the policy.

- Buildings and Grounds Committee

Chairman Hutchins requested Dr. England give the Board a report from the Buildings and Grounds Committee. Dr. England reported that the Buildings and Grounds Committee met on January 13, 2011 to discuss in detail the proposal being presented to the Rutherford County Commissioners concerning the Daniel Road property. Dr. England asked Mr. Gavin to give a summary of the presentation made to the County Commissioners. Mr. Gavin gave a short summary on the history of the property in question. Dr. England informed the Board that Dr. Johnson, Mr. Gavin, Mr. Stephen Matheny and he made the presentation to the County Commissioners.

- Personnel Committee

Mr. Petty announced that the Personnel Committee had met prior to the Board Meeting and that the President's Evaluations would be mailed out in early March. The Evaluations are due back on March 31, 2011. Mr. Petty informed the Board that the evaluation responses would not have numbers attached to the ratings for averaging, the evaluations would be totaled. In addition, Mr. Petty announced the importance of comments on the evaluation forms and that any sections marked I = Needs Improvement must be accompanied by a comment to be included in the totals.

Action from Trustee Items

Mr. Franklin made a motion to approve the Drug & Alcohol policy. Ms. Carter seconded the motion and the motion was unanimously approved.

Mr. Franklin made a motion to approve the Health & Safety Admissions policy and the motion was seconded by Mr. Hollifield. Mr. Franklin amended his motion to approve the Health & Safety Admissions contingent on the approval from the NC State level. Mr. Hollifield seconded the motion and it was unanimously approved.

Mr. Franklin made a motion to approve the Student Rights and Judicial Procedures. Ms. Godlock seconded the motion and it was unanimously approved.

Administrative Items

Dr. Johnson made a recommendation to the Board to approve a Summer Schedule based on the same hours as last summer. She informed the Board of how well received the 36 hour work week was and how appreciative the Staff was to the Board. Dr. Johnson commented on how the shorter work week would have been a cost saving initiative for the College, but that utility rates increased last year. Mr. Franklin suggested to Dr. Johnson and the Board that the energy savings would be informative. Ms.

Penson commented that the College could provide that information to the Board in the means of kilowatt hours.

During the Budget Update Dr. Johnson announced that the College was eliminating any out of state travel that was not required to meet regulation. All expenditures by the College were being evaluated as essential to the mission of the College. Dr. Johnson also informed the Board at the moment, the college was not under a spending freeze. She also announced that the Governor had released her budget last week and suggested that the Board follow the state budget process for next year.

Dr. Johnson brought to the Board's attention the Equipment Audit. There were four items reported by Isothermal Community College as missing or stolen in the audit. Dr. Johnson informed the Board that Isothermal's equipment losses had slightly exceeded the System's average. Chairman Hutchins asked what could be happening to the equipment pieces. Dr. Johnson along with Ms. Penson reported that some of the pieces were portable.

Action from Administrative Items

Mr. Bradley made a motion to approve the change of operating hours during the summer months. Mr. Herndon seconded the motion and the motion was unanimously approved.

Dr. Johnson brought to the attention of the Board, the gifts and donations. Mr. Herndon made a motion to accept the Gifts and Donations. Mr. Bradley seconded the motion and the motion was unanimously approved.

Ms. Penson informed the Board of the Budget Revisions. The Board had a brief discussion about the reversions to the System Office. Mr. Eaker made a motion to accept the proposed Budget Revisions. Mr. Herndon seconded the motion and the motion was unanimously approved.

Academic and Community and Workforce Education Items

Dr. Johnson reported to the Board that the Continuing Education Fall Report is a follow up on goals and objectives established. Mr. Harrill reported that all of the objectives and goals were met. Mr. Franklin and Mr. Herndon made positive comments about the program on behalf of information heard from the community.

Mr. Harrill reminded the Board of the 22nd Annual Golf Tournament for New Century Scholars. He requested assistance with donations and volunteers for the tournament.

Personnel

Dr. Johnson updated the Board on the status of the Employee Handbook and that a committee consisting of Administration Staff and Human Resources is working to have something to the Board at the May

meeting. The goal is to have a list of the recent approved policies and policies that the Board will need to consider rescinding. The Board discussed the difference between Board policies and Administrative policies. Several suggestions were made in distinguishing between the two. In addition Dr. Johnson announced upcoming retirements, separations, and newly appointed personnel. Dr. Johnson informed the Board of the recent passing of one of the Polk Centers' Employees, Ms. Patty Volbrecht.

Other Business

Dr. Johnson mentioned the upcoming events for the College including holidays and the scheduled graduation ceremonies in May.

Reminders were given for upcoming events at the Foundation and Performing Arts Center.

Committees were reminded of their upcoming meetings and Chairman Hutchins informed the Board of where to locate these meetings on the Board of Trustees' Intranet.

The next regularly scheduled Board of Trustee meeting will be at 8:30 AM in the Blue Room of the Business Sciences building on May 24, 2011.

Trustee Items (Deferred)

A motion was made by Ms. Hahn, seconded by Mr. Petty, to go into closed session, General Statute 143-318.11.1 of the North Carolina General Statutes to prevent the disclosure of privileged information. The motion was unanimously approved.

Mr. Franklin made a motion to go back into open session, Mr. Petty 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 November 17, 2010 closed session.

The meeting was adjourned at 7:15 p.m.



CHAIRMAN
MR. JAMES HUTCHINS



PARLIMENTARIAN/SECRETARY
MR. GRADY FRANKLIN