

ISOTHERMAL COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 24, 2011

The Board of Trustees of Isothermal Community College met on Tuesday, May 24, 2011 in the Blue Room of the Business Sciences building at the Rutherford Campus. 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, Ron Giles, and Pat Morgan. The following staff members were present: Dr. Myra Johnson, Stephen Matheny, Mike Gavin, Dr. Kim Gold, Thad Harrill, Amy Penson, Cindy Moore, Alan Beam, Erica Carson, and DeeDee Barnard. Chairman Hutchins called the meeting to order at 8:40 am.

Agenda Confirmation

Chairman Hutchins requested to take action after each item from the Executive Committee Report. After no objections, Chairman confirmed the agenda 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 February 22, 2011 Board of Trustee meeting. Mr. Eaker made a motion to approve the minutes and Mr. Herndon seconded the motion. The motion was unanimously approved.

Trustee Items

○ Executive Committee

Due to the length and detail of the information shared at the Executive Committee meeting, Chairman Hutchins requested that Dr. Johnson give the report. Dr. Johnson reported on the development of a new policy manual by a committee comprised of Dr. Gold, Ms. Carson, Ms. Moore, Mr. Beam, and Ms. Barnard, and Dr. Johnson. She introduced the newest employees of this team, Ms. Carson: Human Resources and Mr. Beam: Web-Master. Dr. Johnson reviewed each policy and the revisions and asked for questions and discussion after each proposed revision.

BOT Policy	Policy Number	Name of Policy	Proposed Revision
201	201-03-00BP	Authority of the President	Added Statement referencing General Statute 115D

202	301-03-01BP	Position Descriptions	Combined Section of BOT Policy with current procedures to create new policy
304.02	601-01-06BP	Intercollegiate Athletics	Added "not required"
402.02	402-02-04BP	Guest Speakers	Clarified approval process for classroom and campus wide speakers
402.05	601-01-03BP	Student Publications	Added "...must abide by state and federal laws governing ..."
503.01	601-01-02BP	Refund of Student Activity Fee	Removed two-thirds to grant full amount of activity fee
514	201-02-06BP	Acceptance of Gifts and Donations	Name Change from Fund Raising Policy
516	500-02-01BP	Continuing Education Classes - Program Management	Stated actual language from Administrative Code & Name Change
601		Community Use of Facilities	Added Statement "Facilities Use Form to VP of Administration"
805	305-02-00BP	Letter of Intent	New Policy
806	301-01-00BP	Hiring	Added in the Probationary Contract Policy Content BOT Policy
401.01, 401.02	401-02-00BP	Academic Standing and Appeals Procedure	Combined BOT Policy with current procedures
402, 402.01, 402.03, 402.04	601-02-00BP	Student Rights and Responsibilities & Judicial Procedures	Combined BOT Policy with current Board approved Student Rights Policy
504 (All)	402-02-06BP	Live Projects	New Policy
701 & 702	402-02-00BP	Academic Freedom & Integrity	Combined 701 & 702 into one policy
HR	301-02-00BP	Employee Demotion, Dismissal, Probation and Non-Renewal	Clarification in probation section "that may be placed on probation during contract or appointment"
HR	302-01-01BP	Educational Assistance Program	Separated Assistance Program and Enrollment in College, previously one policy
HR	302-01-02BP	Employee Enrollment In College Courses	Separated Assistance Program and Enrollment in College, previously one policy
HR	302-03-01BP	Sick Leave	Clarification of re-instating sick leave when an employee has other state work experience
HR	302-03-02BP	Other Types of Personnel Leave	Define "family related"
HR	302-03-04BP	Compensatory Leave	Added clarification for "other College related leaves" (Administrative Leave)
HR	302-03-06BP	Educational Leave	Clarified Eligibility
HR	303-01-00BP	Personnel Salaries	"Staff" Title Clarification and Salary Year Clarification
HR	305-01-00BP	Curriculum Full-time Faculty Work Loads, Office Hours and Absences	Separated Sections of Current Policy into Three Separate Policies 305-01-00BP, 305-01-01BP, 302-01-00BP
HR	306-01-02BP	Sexual, Gender and Other Unlawful Harassment	Change to reporting of harassment
HR	306-02-02BP	Confidentiality Statement	Added Administrative Procedures to Policy

HR	306-02-06BP	Inclement Weather and Emergency Closing	Added "Emergency Closing"
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The Board had questions and discussions about Publications; Guest Speakers; Live Projects; Student Rights and Responsibilities and Judicial Procedures; and Employee Demotion, Dismissal, Probation, and Non-renewals.

Ms. Carter made a motion to approve the Policy Revisions and Mr. Hollifield seconded the motion. The motion was unanimously approved.

Dr. Johnson reviewed the Board of Trustee Manual Crosswalk to The Learning College Manual. The Crosswalk is a list of the policies included in the Board of Trustee Manual and the requested action and location of each of these policies in the new manual. Dr. Johnson informed the Board that this document would be made available on the Trustee Web-site for reference.

	Proposal	Justification/ Explanation	Date Action	New Location/Section
			Taken	
I. Purpose and Objectives				
101. Mission Statement of College	Number Change			101-01-00BP
II. Organization				
201. Duties and Authority of President	Minor Change	Added Statement from Gen. Statue		201-03-00BP
202. Personnel - on intranet, "b" has become "a"	Minor Change			301-03-01BP
203. Organizational Chart	Number Change			201-03-02BP
204. Administrative Authority, Emergency Only	Number Change			201-03-03BP
205. Service Area	Rescind	Include as information		100-02-00
III. Educational Programs				
301. Establishing or Terminating Curricula	Number Change			401-03-02BP
302. Admission of Correctional Inmates	Rescind	No Longer Allowed		
303. Adult High School Diplomas	Number Change			500-01-00BP
304.01. Student Activities	Number Change			601-01-00BP
304.02. Intercollegiate Athletics	Minor Change	Not Mandated		601-01-06BP
304.03. Student Government	Number Change			601-01-04BP

IV. Student Relations				
401.01. Academic Standing	Minor Change - KG	Combine with 401.2		401-02-00BP
401-02 .Procedure for Appeal	Minor Change - KG	Combine with 401.1		402-02-00BP
402. Student-College Relations	Minor Change - KG	Now in Student Rights		601-02-00BP
402.01. Rights and Responsibilities	Minor Change - KG	Now in Student Rights		601-02-00BP
402.02. Guest Speakers	Minor Change - KG			402-02-04BP
402.03. Freedom of Expression in the Classroom	Minor Change - KG	Now in Student Rights		601-02-00BP
402.04. Civil Authority	Minor Change - KG	Now in Student Rights		601-02-00BP
402.05. Publications	Name & Additions - KG			601-01-03BP
402.06. Student Involvement in Institutional Government	Number Change			601-01-05BP
403. Discipline	Rescind	Contents reflected in Student Rights		
V. Fiscal				
501. Salary Adjustments	Replace	Personnel Policies Set 1	5/11/2010	303-01-00BP
502. Leave Policies	Replace	Personnel Policies Set 2 & 3	6/29/2010	Section 302-03
503. Activity Fee	Number Change			601-01-01BP
503.01. Refund of Student Activity Fee	Minor Change	From 2/3 refunded to 100% refund		601-01-02BP
504. Live Projects	Major Change - KG	Combine with 504.01, 504.02, 504.03		402-02-06BP
504.01. Fees	Major Change - KG	Combine with 504.01, 504.02, 504.03		402-02-06BP
504.02. Quality of Service	Major Change - KG	Combine with 504.01, 504.02, 504.03		402-02-06BP
504.03. Other Fees	Major Change - KG	Combine with 504.01, 504.02, 504.03		402-02-06BP
505. Budgets	Number Change			Section 700 Fiscal
505.01. Budget Changes	Number Change			Section 700 Fiscal
506. Special Fund Budgets	Number Change			Section 700 Fiscal

506.01. Bookstore Operating Profits	Number Change			Section 700 Fiscal
506.02. Vending	Number Change			Section 700 Fiscal
506.03. Bookstore	Number Change			Section 700 Fiscal
506.04. Materials Testing Center	Rescind	No Longer Needed		
506.05. Facility Rental Receipts	Number Change			Section 700 Fiscal
507. Federal and Other Grants	Number Change			Section 700 Fiscal
508. Investments	Number Change			Section 700 Fiscal
509. Overtime Payment	Replace	Personnel Policies Set 1	5/11/2010	302-03-04BP
510. Check Signature Machine	Rescind	No Longer Used		
511. College Vehicles	Number Change			Section 700 Fiscal
512. Educational Assistance Program	Replace	Personnel Policies Set 1	5/11/2010	302-01-01BP
513. Community Service Classes and Activity Fee Policy	Number Change			Section 700 Fiscal
514. Fund Raising Policy	Name & Number Change	"Acceptance of Gifts & Donations"		201-03-01BP
515. Deferred Tuition Policy	Number Change			Section 700 Fiscal
516. Continuing Education Classes-Internal Audit	Minor Change	Language to match general statute		500-02-01BP
VI. Campus and Facilities				
601. Community Use of Facilities	Minor Change	Referenced Form		Sec 800 Campus Support & Fac
602. Traffic and Parking Regulations	Number Change			Sec 800 Campus Support & Fac
603. Use of Tobacco Products	Number Change			Sec 800 Campus Support & Fac
604. Naming and Memorialization Policy	Number Change			Sec 800 Campus Support & Fac
VII. Academic Freedom and Integrity				
701. Academic Freedom	Number Change			402-02-00BP
702. Academic Integrity	Number Change	Combine with 701		402-02-00BP
703. Community Participation	Rescind			
VIII. Employment Policies and Procedures				
801. Employment Philosophy	Replace	Personnel Policies Set 1	5/11/2010	301-01-00BP
802	Rescind	Rescinded in BOT Minutes	2/13/2007	

803	Rescind	Rescinded in BOT Minutes	2/13/2007	
804. Appointments	Replace	Personnel Policies Set 1	5/11/2010	301-01-00BP
805. Letters of Intent	Minor Change			305-02-00BP
806. Probationary Contracts	Major Change	Content reflected in Hiring Procedures		301-01-00BP
807. Dismissal	Replace	Personnel Policies Set 4	11/16/2010	Section 302-03
807.01 Authority to Dismiss	Replace	Personnel Policies Set 4	11/16/2010	Section 302-03
807.02 Causes for	Replace	Personnel Policies Set 4	11/16/2010	Section 302-03
807.03 Appeal	Replace	Personnel Policies Set 4	11/16/2010	Section 302-03
807.04 Suspension	Replace	Personnel Policies Set 4	11/16/2010	Section 302-03
807.05 Appeal	Replace	Personnel Policies Set 4	11/16/2010	Section 302-03
808. Non-Renewal	Replace	Personnel Policies Set 4	11/16/2010	Section 302-03
808.01. Appeal	Replace	Personnel Policies Set 4	11/16/2010	Section 302-03
IX.				
901. Full-time Responsibility	Replace	Personnel Policies Set 1	5/11/2010	303-02-00BP
902. Authority to Control	Replace	Personnel Policies Set 1	5/11/2010	303-02-00BP
903. External etc.	Replace	Personnel Policies Set 1	5/11/2010	303-02-00BP
X.				
1001. Sexual Harassment	Replace	Personnel Policies Set 2 & 3	6/29/2010	306-01-02BP
1002. Communicable Disease	Replace	Personnel Policies Set 2 & 3	6/29/2010	306-02-00BP
1003. Drug and Alcohol	Replace	Personnel Policies Set 1	5/11/2010	306-02-04BP

The Board discussed the Service Area policy and its contents in regard to out of state students.

Mr. Franklin made a motion to approve the Board of Trustee Manual Crosswalk to The Learning College Manual and Ms. Godlock seconded the motion. The motion was unanimously approved.

Dr. Johnson presented the Board with a sample of how each of the policies would appear in a hard copy form that will be kept in the Human Resource department. Dr. Johnson along with Dr. Gold explained the web version of The Learning College Manual. The Board discussed and questioned the "search" function and the printing capabilities. Mr. Beam addressed the printing questions and informed the Board that he was working on the "search" function. Chairman Hutchins commented that he was delighted with the hard work and the manual moving to a web version since it allowed the Trustees to go to one place for all of their documentation. Mr. Franklin agreed with Chairman Hutchins and commented that a Hard Copy should be available for viewing by the public. Dr. Johnson informed the Board that the goal is to go live with the web-version on June 1, 2011.

○ Nominating Committee

Chairman Hutchins requested Ms. Hahn give the Nominating Committee Report. Ms. Hahn reported that the Nominating Committee had selected and proposed to the Board for approval the 2011-2012 Slate of Officers as

David Herndon, Chairman
Grady Franklin, Vice Chair
Jackie Godlock, Secretary/Parliamentarian
Pat Morgan, At Large Member
Chivous Bradley, At Large Member

Mr. Eaker made a motion to approve the 2011-2012 Slate of Officers and Mr. Petty seconded the motion. The motion was unanimously approved.

Ms. Hahn continued the report stating that all of the proposed officers had agreed to the positions. Ms. Hahn stated that the Nominating Committee requested a change in the ByLaws (A-5) to indicate the following statement outlining membership of the Executive Committee "*the immediate past chair of the Board (must be a current Board Member) as an ex-officio, voting member*".

Mr. Bradley made a motion to approve the revision to the ByLaws and Mr. Herndon seconded the motion. The motion was unanimously approved.

○ Finance Committee

Chairman Hutchins asked Mr. Giles give the Finance Committee Report. Mr. Giles reported from the recent Finance Committee meeting where the Rutherford County and Polk County budget requests and BB&T updates were given. Mr. Giles requested that Mr. Matheny report on the Rutherford and Polk County requests. Mr. Matheny reported on the two budget requests and informed the Board of the meeting with the Rutherford County Commissioners on Monday. The Board briefly discussed the Fund Balance.

Mr. Giles made a motion to approve the Rutherford County Budget request and Mr. Herndon seconded the motion. The motion was unanimously approved.

Mr. Giles made a motion to approve the Polk County Budget request and Mr. Petty seconded the motion. The motion was unanimously approved.

Mr. Giles informed the Board that during the Finance Committee meeting that he asked Mr. Matheny to confirm that the College had sufficient insurance coverage in the case of damage due to an emergency or disaster occurrence.

Mr. Giles gave an update on the investment fund for the five year mark. Mr. Giles encouraged the Board to keep the management of the fund as is until the NCCCS makes a ruling on the investments for community colleges. Dr. Johnson informed the Board that a ruling should be forthcoming on managing investment funds and that Isothermal Community College is one of the colleges named on the request. Mr. Giles informed the Board of the Financial Audit coming to an end and the upcoming exit interview with the auditors on May 25, 2011.

Administrative Items

Dr. Johnson gave a budget update that included an anticipated cut of 10% to 12% from the state. As more information comes available, she will share it with the Board.

Mr. Matheny gave a WNCW update that included information on the recent fund drive. He shared with the Board that donations had increased from last year and that membership was steady. The WNCW staff is planning an additional one day fund drive next month and the Board discussed WNCW's role in the recent Merlefest.

Dr. Johnson introduced the planning of a Web-Advisor program for students and employees. A Web-Advisor council has been set-up and is working on the implementation of a system to assist students with on-line services to include registration and also on-line services for employees. Implementation for employees will take place this summer, for faculty this fall, and for students next year (2012).

Action from Administrative Items

Dr. Johnson requested approval on the recent Gifts and Donation (A-8), Mr. Eaker made a motion to approve the Gifts and Donations and Mr. Hollifield seconded the motion. The motion was unanimously approved.

Chairman Hutchins requested approval on the Budget Revisions (A-9). Mr. Herndon made a motion to approve the Budget Revisions and Ms. Morgan seconded the motion. The motion was unanimously approved.

Chairman Hutchins requested a five minute break. Mr. Giles made a motion to allow for a break and Ms. Godlock seconded the motion. The motion was unanimously approved.

Academic and Community and Workforce Education Items

Dr. Johnson gave an enrollment update indicating a decrease of ½% for the summer, but shared that enrollment is still up from two years ago.

Mr. Harrill informed the Board that the recent Golf Tournament for the New Century Scholars netted around \$20,000. He also notified the Board of upcoming events that include an invitation to the Open House for the Rutherfordton Learning Center on June 6, 2011 from 11:00 am to 1:00 pm.

Personnel

Dr. Johnson gave the Board an update on the retirements, separations, and statement of appointments since the last Board meeting. She requested the Board approve the Letters of Intent.

Action from Personnel

Mr. Franklin made a motion to approve the Letters of Intent and Ms. Hahn seconded the motion. The motion was unanimously approved.

Other Business

In other business, Dr. Johnson informed the Board of upcoming events and closings at the College as well as the next two Board meeting dates.

Trustee Items (Deferred)

A motion was made by Mr. Petty, seconded by Mr. Eaker, to go into closed session, General Statute 143-318.11.1 of the North Carolina General Statutes to prevent the disclosure of privileged information and 143-318.11.6 to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee. The motion was unanimously approved. Ms. Barnard and Dr. Johnson were asked to remain present during the closed session.

Mr. Eaker made a motion to go back into open session, Ms. Godlock 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 February 22, 2011 closed session.

A motion was made by Mr. Giles to approve the President's Evaluation for submission to the State Board. Ms. Sally Jo seconded the motion and it was unanimously approved.

A motion was made by Mr. Petty to approve the President's Contract as proposed to the Board by the Personnel Committee and seconded by Mr. Bradley. The motion was unanimously approved.

The meeting was adjourned at 12:10 p.m.



CHAIRMAN
MR. JAMES HUTCHINS



PARLIMENTARIAN/SECRETARY
MR. GRADY FRANKLIN