

ISOTHERMAL COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FEBRUARY 28, 2012

The Board of Trustees of Isothermal Community College met on Tuesday, February 28, 2012 in the "Lecture Room" of the Polk Center. The following trustees were present: Grady Franklin, Acting Chair; Chivous Bradley, David Eaker, Ron Giles, James Hutchins, Dr. Bobby England, Ray Gasperson, Shay Hahn, Leonard Hollifield, "Buck" Petty, and John Condrey. Members absent were: David Herndon, Pat Morgan, and Jackie Godlock. The following staff members were present: Dr. Myra Johnson, Mike Gavin, Dr. Kim Gold, Thad Harrill, Stephen Matheny, Amy Penson, Robby Walters, and DeeDee Barnard.

The meeting was called to order at 5:12 p.m.

Agenda Confirmation

Mr. Franklin asked the Board members if there were any additions or deletions to the Agenda. Mr. Giles made a motion to accept the agenda and Mr. Hutchins seconded the motion. The motion was unanimously approved.

Ethics Statement

Mr. Franklin 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

Mr. Franklin asked for a motion to approve the minutes from meetings on November 15, 2011; November 21, 2011; and November 29, 2011. Mr. Hutchins made a motion to approve the minutes from all three meetings and Ms. Hahn seconded the motion. The motion was unanimously approved.

Trustee Items

Mr. Franklin gave the Executive Committee report. He informed the Board that the Executive Committee discussed legal representation for the Board of Trustees. He requested Dr. Johnson to report on the SEI's and the upcoming Trustee Training. Dr. Johnson informed the Board that the No Change SEI forms were at each Trustees seat and that Ms. Barnard had long forms available. The Forms are due by April 15, 2012 at the System Office and that Ms. Barnard would keep a copy on file. Dr. Johnson continued with the upcoming Trustee Training seminar and requested that Ms. Hahn, Dr. England, Mr. Petty, and Mr. Condrey see Ms. Barnard at the conclusion of the meeting to finalize travel details.

Mr. Franklin informed the Board of Trustees that the next two items under the Executive Committee report: Employee Demotion, Dismissal, Probation and Non-Renewal 301-02-00BP and the Bylaw Revision Article IV were related. He requested that Dr. Johnson introduce the items. Dr. Johnson started with the reasons behind the revision of the policy - Employee Demotion, Dismissal, Probation

and Non-Renewal 301-02-00BP which led to the Article IV Bylaw revision. Dr. Johnson pointed out the highlighted revisions for the policy. She continued with the revision to the Bylaws. Mr. Franklin informed the Trustees the importance of the authority of the Personnel Committee and establishing a number of Trustees present during an appeal's hearing. Dr. Johnson explained the appeal process to the Board. Dr. Johnson continued with the difficulty with setting up a hearing within the policy time frame. Mr. Eaker questioned a statement in paragraph five under section IV. Appeal for Demotion, Dismissal, or Non-Renewal concerning the transcript being provided to an employee. Mr. Hutchins made a motion to approve the revisions to policy Employee Demotion, Dismissal, Probation and Non-Renewal 301-02-00BP contingent on clarification of providing transcripts of the appeal's hearing to the employee seconded by Mr. Petty. The motion was unanimously approved.

Mr. Franklin discussed the changes to the Bylaws with the Board of Trustees. A motion was made by Mr. Eaker and seconded by Mr. Bradley to approve the Bylaw Revision to Article IV. The motion was unanimously approved.

Mr. Franklin requested that Dr. Gold give the Curriculum Committee Report. Dr. Gold reported a decrease of high school students enrolled in the spring semester compared to the fall semester. She shared with the Board the Career & College Promise Pathways testing and enrollment criteria. Dr. Gold continued with proposing the new Career & College Pathways programs for approval. Mr. Giles, Curriculum Committee member, made the motion to approve the programs. The motion was unanimously approved.

Dr. Gold gave the Board a brief summary of the bridging goals for the Continuing Education and Curriculum programs. She proposed that the Board approve an Instructional Services Agreement with Cleveland Community College to provide an Emergency Medical Service degree program. Mr. Giles, Curriculum Committee member, made the motion to approve the agreement. The motion was unanimously approved.

Mr. Hollifield gave the Facilities report. He reported that the Fire Fighters Association membership includes both paid and volunteer Firefighters within Rutherford County. Mr. Hollifield continued with the Associations goal to partner with law enforcement and emergency agencies to have a unified training facility. Mr. Hollifield made a motion as chair of Facilities Committee to approve the Lease Agreement with the Fire Fighters Association. Mr. Matheny answered questions regarding adding terms to protect the College's interest. Mr. Matheny continued with informing the Board that someone from the College Administration would be on the planning committee of the training facilities. The Board discussed amending the motion that the approval be contingent on addressing the protection of the College with the wording of the lease agreement be approved and finalized by the Facility Committee. Dr. Johnson proposed having the College's Attorney approve the final language of the statement. The Board continued with discussions and Dr. Johnson requested that the Board make a decision about entering into the lease agreement with the Association at tonight's meeting. Mr. Hutchins reminded the Board of the time frame for these negotiations with the Association. Mr. Condrey made a motion to approve the lease agreement with having an attorney review the lease and give the Facilities Committee the authority to approve the lease. Dr. England discussed using a letter of intent with the Association. Mr. Franklin informed the Board of their options and reminded

them that two motions were on the table for approval. Mr. Hollifield and Mr. Condrey withdrew their motions after a request from Dr. England which the Board unanimously approved. Mr. Petty made a motion to postpone the lease agreement for a few minutes to work out the wording for a motion for the lease agreement. Mr. Bradley seconded the motion. The motion was unanimously approved.

Mr. Hollifield proposed the amended lease agreement with the Rutherford Board of Education for an additional 10,000 square footage at the Rutherfordton Learning Center. The Board discussed the Rutherfordton Learning Center and the relocation of the nursing programs to the center. Mr. Matheny discussed the funding for renovating the space and adding additional parking for students. He informed the Board that a request would be made to the Rutherford County Commissioners to fund the capital project. Mr. Hollifield, Chair of the Facilities Committee, made the motion to approve the amended lease agreement with the Rutherford Board of Education. The motion was unanimously approved.

Mr. Petty gave the Personnel Committee report and requested 100% participation from the Board members with the President's Evaluation. He explained the process and stated the timeline for the evaluation.

Mr. Giles gave the Ad Hoc Committee report on Trustee Meetings. He requested that Dr. Johnson report on her proposal to the Ad Hoc Committee. Dr. Johnson proposed a new schedule for Trustee meetings with having two meetings in the fall and spring semesters and one meeting in the summer semester. The Board reviewed the new schedule and Mr. Giles, Chair of the Ad Hoc Committee on Trustee Meetings, made a motion to adopt the new schedule and reflect the new schedule in the Bylaws. The motion was unanimously approved. Mr. Giles reported that the Committee decided to leave the meeting times up to the Board Chair and President.

Ms. Hahn gave the Ad Hoc Committee report on Trustee Recognition. She informed the Board that the Committee was still working and would be looking at merging the College's history with recognizing Trustees and hoped to have an unveiling by the College's 50<sup>th</sup> year celebration. In addition, she informed the Board that the Committee was researching having emeriti Trustees.

Mr. Franklin requested that the Trustees bring the lease agreement with the Fire Fighters Association back to the table for discussions. Mr. Hollifield made a motion that the Isothermal Community College Board of Trustees enter into a lease agreement with the Rutherford County Firefighters Association for the requested property owned by Isothermal. This lease will be official following a lease agreement approved by the Facilities Committee and an attorney review with an attorney of the Facility Committees choosing. The motion was unanimously approved.

#### Administrative Items

Mr. Franklin requested that Dr. Johnson report on the Administrative Items. Dr. Johnson presented the results of this year's Equipment Audit. Mr. Walters discussed with the Board procedures being implemented to decrease discrepancies with missing equipment under the IT umbrella.



Dr. Johnson informed the Board of the results from the SACS Fifth Year Report and announced that the College was getting ready to start working towards the ten year accreditation report.

Dr. Johnson informed the Board of the Program Audit results of no concerns or no exceptions. She stated her appreciation to the personnel involved in the audit process.

Dr. Johnson proposed a Summer Hour schedule. A motion was made by Mr. Hutchins and seconded by Mr. Hollifield. The motion was unanimously approved.

Dr. Johnson proposed the Gifts and Donations for approval. Mr. Hollifield made a motion to approve the Gifts and Donations and the motion was seconded by Mr. Eaker. The motion was unanimously approved.

Ms. Penson explained the Budget Revisions to the Board. Ms. Hahn made a motion to approve the Budget Revisions and Mr. Eaker seconded the motion. The motion was unanimously approved.

#### Academic and Community and Workforce Education Items

Dr. Johnson presented the Continuing Education Fall Internal Audit findings to the Board.

Mr. Harrill announced the 23<sup>rd</sup> Annual Isothermal Community College Golf Tournament at Apple Valley on April 4<sup>th</sup>, 2012.

Dr. Johnson proposed a fee to students of \$350.00 at the Polk Center for a Heritage Craft course. The course is in collaboration with the Tryon Arts and Crafts. Ms. Hahn made a motion to approve the student fee and Mr. Gasperson seconded the motion. The motion was unanimously approved.

#### President's Report

Dr. Johnson gave a registration update.

Mr. Matheny gave a budget update with proposed capital construction projects for facility upgrades to meet student needs in the Student Center & Learning Retention area, the Gym, and exterior door locking system. Dr. Johnson requested a motion and Mr. Franklin asked the will of the Board. Mr. Eaker made a motion to approve the projects and the motion was seconded by Dr. England. The motion was unanimously approved.

Ms. Penson explained the current PCI Compliance Review of the College's processes in securing credit card transactions.

Mr. Harrill presented information on the Science & Tech Expo on April 20, 2012. The Board discussed the events of the expo. Mr. Harrill continued with an update on Facebook and the Data Center Institute on Campus.

Dr. Gold announced the upcoming CCSSE surveys to benchmark retaining students.

Dr. Johnson made the following announcements and updates:

- Technology upgrade including the switch to Microsoft for the College's e-mail system.
- A retention study with Noel Levitz.
- The opening of the OHB Café on Campus.
- An initiative to research a tobacco free campus.
- The College Clean-up Day on March 23, 2012.
- The Isothermal Community College JR & SR Challenges
- The delay of the implementation of the math redesign. The English and reading redesign has been initiated at the System Office level.

#### Personnel

Dr. Johnson reviewed and highlighted the personnel changes presented to the Board. Mr. Hutchins requested that Dr. Johnson briefly describe the hiring process. Dr. Johnson described the hiring process and requested a motion for the contract appointment of Jeremy Burris. Mr. Hollifield made the motion and Mr. Eaker seconded the motion. The motion was unanimously approved.

#### Other Business

Dr. Johnson announced to the Board the upcoming events at the Foundation and Performing Arts Center, events on the College Calendar, and upcoming Trustee Committee meetings. She reminded the Board of the next Board meeting on May 22, 2012.

#### Trustee Items (Deferred)

A motion was made by Mr. Hollifield, 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. Condrey made a motion to go back into open session, Mr. Giles seconded the motion. The motion was unanimously approved.

Mr. Franklin announced the only action of the Board in the closed session was approving the minutes from the November 17 and November 21, 2011 closed session.

The meeting was adjourned after a motion from Mr. Petty and seconded by Mr. Hutchins.

A handwritten signature in cursive script that reads "Grady Franklin".

PRESIDING CHAIRMAN  
MR. GRADY FRANKLIN

A handwritten signature in cursive script that reads "Grady Franklin".

PRESIDING PARLIAMENTARIAN/SEC.  
MR. GRADY FRANKLIN