

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

The Board of Trustees of Isothermal Community College met on Thursday, November 28, 2012 in the Blue Room of the Business Sciences building. The following trustees were present: Buck Petty, Chivous Bradley, Grady Franklin, John Condrey, Jackie Godlock, Ron Giles, Leonard Hollifield, James Hutchins, Dr. Bobby England, Pat Morgan, David Eaker, Ray Gasperson. The following Trustee was absent from the meeting: David Herndon. The following staff members were present: Dr. Myra Johnson, Mike Gavin, Dr. Kim Gold, Thad Harrill, Stephen Matheny, Robby Walters, Cindy Moore and DeeDee Barnard. Dr. Scott Ralls from the NCCCS was present as a guest of the Board of Trustees.

The meeting was called to order at 9:02 by Mr. Franklin

Agenda Confirmation

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

Ethics Statement

Mr. Condrey 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.

Dr. Scott Ralls

Dr. Ralls informed the Board of the honor to work with Dr. Johnson within the Community College System as an Instructor and as a President. He announced the challenge in replacing Dr. Johnson with the best characteristics and fit with the community and the college.

Dr. Ralls described the SBCC (State Board of Community Colleges) role in approving the selection made by the Trustees and confirming that nothing was missed in the process that would not allow for the appointment of the selection.

Dr. Ralls discussed his goals for today's meeting as if he was sitting on the Board of Trustees and his role as the NCCCS (North Carolina Community College System) President. He informed the Board that he will not have an active role, but that his services are available for advisement if needed or requested by the Board of Trustees.

He discussed the process of the President Search:

- Timeframe: Most searches are 6 to 9 months and in most cases the Board of Trustees underestimate how much time the process needs.
- Decision on External Consultants: The first decision of the Board is to whether or not appoint an external search consultant to oversee the process. Mr. Ralls informed the Board that not all colleges use consultants but most do so that the process is kept on track. The main reason to using a consultant is having a broad pool of applicants. Dr. Ralls advised the Board to make the

decision on whether to use external consultants and then decide on the consultant very soon. He continued by advising the Board to have a pool of three consultants and then make the decision based on the consultant's presentation.

- Community Involvement & Application Review: Dr. Ralls advised the Board to involve the community, faculty, and staff in the process early to assist in creating the job description and that someone from the Board of Trustees should review each application. He also advised that the community, faculty, and staff have the opportunity to conduct interviews of the final applicants (5 to 6 finalists).
- SBCC Role: Dr. Ralls informed the Board that the role of SBCC is at the finalist stage of the process and that the Board of Trustees should submit the 3-5 finalists to the SBCC. The SBCC will conduct a reference and background process with the SBCC Personnel Committee. Once the Board of Trustees receives the SBCC endorsements they may move forward with finalist negotiations.
- Dr. Ralls informed the Board that the announcement of the final Board of Trustees' selection to the SBCC is routine unless some type of problem occurs between the finalist endorsements and the Board's final decision. Dr. Ralls continued that the Board may proceed with the contract of the new President as long as a statement is in the contract that states "contingent on SBCC approval".

The Board discussed with Dr. Ralls guidelines available from the state and the education level of NCCC Presidents. Dr. Ralls advised the Board to keep the qualifications broad in regards to the advertisement so not to limit the pool of candidates.

Dr. Ralls discussed the proposed salary changes to the President's salary that is allocated by the state.

Dr. Ralls discussed using an interim or acting President since the process may take longer than the Board expects. He advised the Board to only use internal people as the interim if they are not an applicant. The month of March would be a good time to request an interim or acting President and the System Office can help with the appointment.

Dr. Ralls defined five characteristics he advised that the Board should search for when seeking candidates:

- 1- Honesty and integrity: Conduct background and credit checks and be careful that you do not put too much emphasis on the interview. Pay attention to how much the candidate talks about their accomplishments. It usually is teamwork that is successful in making accomplishments, be aware of the "I". Also note if the candidates acknowledge their limitations.
- 2- Competency: The Candidate should have knowledge about instruction, workforce development, working with political leaders, and facility management – have a broad knowledge of all the aspects. Keep in mind that out of state college systems are different from the NCCCS
- 3- Inspiring others: Should have the ability to inspire internally and externally in the community.

- 4- Forward Looking: Should have the ability to be forward looking not just a visionary. A vision is not what a President brings to the college; it is what the President can bring out of the college and community. Forward looking is the ability to listen and help develop the priorities and executes the plan.
- 5- Motivation: Search for the candidate's motivation in wanting the Presidency.

In closing, Dr. Ralls advised the Board to use caution when reviewing the results of the reference checks. He informed the Board that there will always be someone at the candidate's previous place of employment that does not like the person.

The Board expressed gratitude to Dr. Ralls for his time and advice in the search campaign for the next President of Isothermal Community College.

Mr. Ron Giles made a motion to recess for fifteen minutes and the motion was approved by general consent.

Policies

Dr. Johnson introduced and reviewed the revisions to the Curriculum Self Supporting policy (A-1). Mr. Bradley made a motion to approve the Curriculum Self Supporting policy. Mr. Petty seconded the motion. The Board discussed what is defined as a self-supporting curriculum class and the possible courses that could have their fee set by the state. The motion was unanimously approved.

Dr. Johnson reviewed the Continuing Education Self Supporting policy (A-2). Mr. Giles made a motion to approve the policy and by Mr. Hollifield seconded the motion. The motion was unanimously approved.

Closed Session

A motion was made by Mr. Condrey seconded by Mrs. Hahn, to go into closed session, General Statute 143-318.11.1;4;6 of the North Carolina General Statutes to prevent the disclosure of privileged information, to discuss matters relating to the location or expansion of business in the area served by this body, 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.

A motion was made by Mr. Eaker and seconded by Mr. Hutchins to return to open session. An announcement was made that no action was taken during the closed session.

Trustee Items

Mr. Condrey on behalf of the Executive Committee made a motion:

- That no external consultant would be used for the search process except for advising, background and reference checks. The Executive Committee would depend on the staff recommendations on when and how this external consultant might be necessary.


- The Executive Committee in addition to faculty, staff and community representatives would comprise the Presidential Search Committee
- Mr. Franklin will appoint the faculty, staff, and community representatives at a later date as the schedule determines
- The Administrative Assistant and Director of Human Resources expedite as quickly as possible a recommended schedule and timeline of events for the search. The first order of business would be to arrange the meeting with Dr. Ralls as soon as possible which we conducted today.

The motion was seconded by Mr. Hutchins and the motion was unanimously approved.

Mr. Condrey reported that the Executive Committee had requested a copy of the Presidential Profile used five years ago during the last presidential search and since this was so recently revised, the goal would be to use the same Profile document. A copy of the document has been made available to the entire Board for review.

Ms. Moore presented the Board with a draft of the Presidential Search process, procedures, and timeline for the search. The Board reviewed the process and procedures and signed confidentiality statements.

The meeting was adjourned.



CHAIRMAN
MR. GRADY FRANKLIN



PARLIMENTARIAN/SECRETARY
MS. JACKIE GODLOCK