

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF THE BOARD OF TRUSTEES
MARCH 31, 2015

The Board of Trustees of Isothermal Community College met on Tuesday, March 31, 2015 at 12:30 at the Polk Center. The following trustees were present: Joan King, Don Hofmann, Chivous Bradley, Grady Franklin, John Condrey, Ron Giles, Leonard Hollifield, Pat Morgan, Dr. Bobby England, Shay Hahn, Buck Petty, and Bill Eckler. The following staff members were present from the College Administration: President Walter Dalton, DeeDee Barnard, Stephen Matheny, Thad Harrill, Kim Gold, Anne Oxenreider, and Robby Walters. Erin Kidd from the Daily Courier and REaCH Student, Joah Bickley were present.

Chairman Condrey called the meeting to order.

Agenda Confirmation

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

Ethics Statement

Dr. England 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.

Minutes Consideration

Mr. Eckler made a motion to approve the minutes from January 27, 2015 and March 17, 2015 and Mr. Bradley seconded the motion. The motion was unanimously approved.

Trustee Items

Chairman Condrey reminded the Trustees of Ethics Training and filing a Statement of Economic Interest with the NC Ethics Commission. He announced that Mrs. Barnard had forms and training instructions available. President Dalton disclosed a statement which may be reflected on his statement of economic interest unless he can confirm it is not required.

“As a member of the North Carolina Association of Community College President’s and as Finance Chair of the organization, I often travel to Raleigh for meetings for this purpose and for other meetings related to college business. In order to save the college money I sometimes stay with my daughter and her family in Raleigh. My daughter is Director of Governmental Relations for the Rental Merchants Association. I believe this would justify for the “close family relationship” exception and I can say with all candor that the only lobbying that occurs is my grandchildren asking for snacks or toys. In 2014, I spent 6 business nights with them for a value of approximately \$400, which represents a savings to the college. There were also some additional nights which were personal only and not related to business travel.”

Mr. Franklin made a recommendation to revise the Bylaws – Article IV, Section 4.3 b2. He discussed the revision that requests the committee chairs report action items in the Executive Committee meeting prior to the Board meetings. The revision allows for immediate Board action if necessary and requested that the Board take action on the revision at the next meeting.

Mr. Hollifield gave a Facilities Committee report.

- Lighting Project/Security Funds - Lighting improvements are in process around the buildings using state funds for security.
- Camera Upgrades/Security Funds - The College is making upgrades to the camera/monitoring system. The footage from these monitoring systems are reviewed as needed, but can be accessed for live feed at any time.
- Fire Training Project – The NC State Construction agency approved Stewart Cooper & Newell as the architect firm. The project will be presented for bids in August or September. After the bid process, the college will request project funds from the Rutherford County Commission and Board of Trustees. The construction project should complete in June 2016. Fire training should begin soon as the 4 – 40 ft. containers are due to arrive.
- Update on Science Labs project -- The construction project for the science labs will begin at the start of the summer semester with completion by fall. Faculty members have been involved with Scott Baker in developing the project. They have toured other community colleges with recently upgraded labs for ideas.
- Administration Building Upstairs - The air handler system in the administration building has rusted and is leaking and must be replaced. The college is currently getting an estimate and the goal is to role it into the lab renovation project. If not, the college will have to find another funding source.

President Dalton discussed the immediate need for the roof repair on the Business Sciences building and that discussions with the Rutherford County Commission were in process to find a funding source for the repair.

Mrs. Morgan informed the Board that the Curriculum Committee met in February and most of the curriculum updates were reported at the Board Conference. Dr. Gold announced that the Hospitality Program was approved by SACSCOC. Mr. Harrill announced an agreement with Rutherford and Polk County Schools to offer continuing education classes on site at their High School facilities.

Mr. Franklin gave a Personnel Committee report. He announced that it was time for the President's Evaluation and that the Board of Trustees, Full Time Faculty and Staff, and the President's direct staff will have the opportunity to complete the evaluation by method of hard copy form or through an electronic form using Survey Monkey. He reviewed the time line of the evaluation process with the Trustees.

- Week of March 30, 2015 – Evaluations to Board
- Week of March 30, 2015 –Evaluations to Direct Reports, Faculty & Staff

- April 27, 2015 Evaluations due
- May 19, 2015 Personnel Committee meets to review results and results are released to President
- June 2, 2015 Personnel Committee meets with President
- June 9, 2015 Board Meeting – results shared
- Letter to System Office of evaluation

Mr. Hollifield on behalf of the Nominating Committee made a motion to recommend the following officers for the Board of Trustees:

John Condrey, Chair

Bobby England, Vice Chair

Jackie Godlock, Secretary/Parliamentarian

After discussion, the motion was unanimously approved.

Administrative Items

President Dalton presented the Gifts and Donations for approval. Mr. Hollifield made the motion to accept the gifts and donations and Dr. England seconded the motion. The motion was unanimously approved.

President Dalton presented the Budget Revisions for approval. Mr. Bradley made a motion to approve the Budget Revisions and Mr. Hollifield seconded the motion. After discussion, the motion was unanimously approved.

Mr. Harrill presented a fee of \$100 for students in the Workforce Development area to cover the cost of the book and certificate for the American Hotel & Lodging Education Institute. Mrs. Hahn made a motion to approve the fee and Mr. Petty seconded the motion. The motion was unanimously approved.

Mr. Matheny presented the Accounts Receivables Write Offs for Board approval. President Dalton discussed the debts and Mr. Hoffman made a motion to approve the AR Write Offs. Mr. Hollifield seconded the motion and it was unanimously approved.

President Dalton presented the changes in personnel and requested a motion to accept Ms. Carole Koehler and Mr. Jeff Waters as faculty. Mr. Eckler made a motion to approve the additions of faculty and Mr. Petty seconded the motion. The motion was unanimously approved.

President Dalton announced the upcoming events.

Trustee Items (Deferred)

A motion was made by Dr. England and seconded by Mrs. Hahn 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. Hollifield made a motion to return to open session and Mr. Bradley seconded the motion. The motion was unanimously approved.

Chairman Condrey announced that the only action in the closed session was the approval of minutes from the March 17, 2015 meeting.

Mr. Giles made a motion to adjourn and Mrs. Morgan seconded the motion. The meeting was adjourned.



CHAIRMAN
MR. JOHN CONDREY



PRESIDING PARLIMENTARIAN/SECRETARY
DR. BOBBY ENGLAND