

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF THE BOARD OF TRUSTEES
APRIL 12, 2022

The Board of Trustees of Isothermal Community College met on Tuesday, April 12, 2022 at 2:00 p.m. at Isothermal Community College. The following trustees were present: Amy Jenkins, Amanda Shevette, Chivous Bradley, Don Hofmann, Dave Hunt, Grady Franklin, Jackie Godlock, James Hutchins, John Condrey, Roger Jolly, and Joan King. The following personnel were present from the College: President Margaret Annunziata, DeeDee Barnard, Stephen Matheny, Thad Harrill, Leeann Cline-Burris, Greg Thomas, and Mike Gavin.

North Carolina State University Community College Leadership Mentoring Program students were in attendance: Tiffani Polk, Christie McCray, Kesa Jessup, and Joey Bryant.

Chairman John Condrey called the meeting to order and welcomed everyone. He welcomed the NCSU Mentees to the meeting.

Suspension of Bylaws

Mr. James Hutchins made a motion to suspend the rules of Article IV, Section 4.3.b.2 of the Isothermal Community College Board of Trustees Bylaws to hear and consider the 2022/2023 Local Budget requests for today's meeting. Due to timing, the Executive Committee was unable to review the budget at their March 22 meeting. Mr. Dave Hunt seconded the motion. The motion was unanimously approved.

Agenda Confirmation

Chairman Condrey asked the Board members if there were any additions or deletions to the agenda. Mr. Dave Hunt made a motion to approve the agenda and Mrs. Amanda Shevette seconded the motion. The motion was approved.

Ethics Statement

Mr. James Hutchins asked Board members if they knew of any actual conflict of interest or the appearance of a conflict of interest, which exists concerning any matter coming before the Board of Trustees. No conflicts were indicated.

Consent Agenda

Chairman Condrey presented the Consent Agenda. Mrs. Jackie Godlock made a motion to approve the consent agenda and Mr. Dave Hunt seconded the motion. The motion was approved. The Consent Agenda contained meeting minutes from February 01, 2022, budget revisions, and gifts and donations.

Trustee Items

Mr. James Hutchins gave the Executive Committee report. He informed the Board of Trustees that the Executive Committee met and reviewed the Board Assessment form that will be presented to the full Board at the fall conference. In addition, the Executive Committee reviewed the agendas and policy changes for today's conference and meeting. On behalf of the Executive Committee, Mr. Hutchins made a motion to approve the Student Fee Policy. Dr. Annunziata reviewed the changes in the Student Fees policy. After discussion, the Fee Policy was unanimously approved.

Mr. Hutchins presented the changes in the Bylaws for action at the June Board of Trustees meeting. Dr. Annunziata discussed the schedule of the Board of Trustees meetings being so specific in the

Bylaws that in some years the schedule falls on state recognized holidays. The proposed revision allows for the meeting schedule to fall on any Tuesday of the month. The Board requested that the schedule be published annually at the July meeting. Dr. Annunziata reviewed the change in the Bylaws to remove the mandatory reporting of action items to the Executive Committee before bringing those items before the full Board of Trustees. The Trustees discussed how the Executive Committee rule allowed for additional members of the Board to hear recommendations for action before the item was heard by the full Board. Dr. Annunziata informed the Board that the Executive Committee will continue to hear from other committees and review the meeting agendas, but the revision removes the mandatory piece so that the Board does not continue to suspend the Bylaws to hear and consider items that are time sensitive. The Board of Trustees discussed the changes to the Bylaws and requested that the revisions be listed as two separate action items for the June meeting.

Mr. Don Hofmann gave the Finance Committee Report and announced that the Finance Committee reviewed the local budget requests for Rutherford and Polk County. On behalf of the Finance Committee, he made a motion to approve the local budget requests. Dr. Annunziata reviewed the requests and discussed the decrease in the request from Polk County. She announced that last year's request from Polk County included capital funding and this year's request does not have capital requests. Mr. Stephen Matheny reviewed changes in salaries for the maintenance personnel to align with the state minimum wage. Mr. Hofmann announced that the college will present the budget request to the Rutherford County Commissioners this afternoon. After discussion, the motion to approve the local budget requests were unanimously approved.

Mr. Dave Hunt gave the Personnel Committee Report. He reviewed the process and timing for Dr. Annunziata's annual evaluation. On behalf of the Personnel Committee, Mr. Hunt made a motion to approve a one time performance bonus for Dr. Annunziata. This performance bonus was given to all full time faculty and staff in March. The motion was unanimously approved.

Mrs. Joan King announced that the Programs Committee had met, but there were not enough members present for a quorum of the committee. She deferred the Programs Committee report to Dr. Annunziata. Dr. Annunziata reviewed the Catastrophic Event policy that is being implemented due to requirements in our distance learning program with the NC State Authorization Reciprocity Agreements (NCSARA). Mrs. King made a motion to approve the policy and Mr. Dave Hunt seconded the motion. The motion was unanimously approved.

Dr. Annunziata presented the 2022-2023 Fee Schedule and reviewed the changes. She discussed the added CAPS (College Access, Parking, and Security) fee of \$25.00. In addition, she announced that the Technology fee will be implemented for the summer term. Currently, the Technology fee is only charged for fall and spring terms. Dr. Annunziata discussed how the college must provide services in all semesters including the summer and the CAPS and Technology fees should be charged during the summer semester. Mrs. Joan King made a motion to approve the schedule. The Board members discussed the removal of the replacement ID card fee for the students and the purpose of the identification cards. Mrs. Amanda Shevette made a motion to amend the recommendation to reinstate a replacement card fee of \$5.00. Mr. Hunt seconded the amendment. The amended motion failed with

a vote of five to five. Dr. Annunziata and Dr. Greg Thomas discussed the inventory for the identification cards and announced that college has enough inventory to cover the replacements. The Board unanimously approved the Fee Schedule as originally presented.

President's Report

Dr. Annunziata announced that Polk and Rutherford County passed a resolution naming April as Isothermal Community College month. She discussed this being in line with April being Community College month nationally.

Dr. Annunziata announced that on May 4, 2022, Isothermal Community College and Gardner Webb University will sign the Bulldog Bound agreement. The agreement and scholarship opportunity is for students in the programs of Associate of Arts (AA), Associate of Science (AS), Associate of Arts in Teacher Preparation (AATP), Associate of Science in Teacher Preparation (ASTP), Associate of Fine Arts in Visual or Theater Arts (AFA), Associate Degree in Nursing, or Associate of Applied Science (AAS). In addition, Isothermal students will receive \$3,000 in scholarships. Dr. Annunziata invited the Board of Trustees to the signing.

Dr. Annunziata announced Isothermal Community College's Phi Beta Lambda (PBL) winners from the state competition:

- Jose Chavez-Bautista & Jamie Marr - 1st place in Hospitality Management and 2nd place in Strategic Analysis and Decision Making
- Maria Raposa - 1st place in Client Services and 3rd place in Management Concepts
- Katelynn Brooks - 2nd place in Client Services and 7th place in Impromptu Speaking
- Simon Carter - 3rd place in Public Speaking and 8th place in Impromptu Speaking

She informed the Board of Trustees that the students who placed 1st or 2nd will advance to nationals in Chicago, IL. The Board of Trustees congratulated the winners and asked whether the travel expenses for the students will be covered. Dr. Annunziata discussed the fundraising efforts of the club and that the college has institutional funding available to offset the travel expenses over the funds raised.

Dr. Annunziata announced that Isothermal Community College will be presented with the Community Colleges of Appalachia's (CCA) Workforce Development award for our Certified Production Technology program. She congratulated Mr. Mark Franklin and informed the Board of Trustees that the college will receive the award on June 07, 2022 and will present at the CCA regional conference in the fall of this year.

Dr. Annunziata discussed the enrollment for the year. In the Curriculum division, the College gained three fulltime equivalent (FTE), but is seeing a slight decrease in head count for summer. In the Continuing Education division, the College had a 39% decrease in FTE, but overall, the Continuing Education division is experiencing an eight percent increase for the academic year.

Dr. Annunziata informed the Board of Trustees that all fulltime employees (faculty and staff) are engaged in the strategic planning process. The goal teams will submit an initial goal and strategy by the end of April. These goals and strategies will be shared with the campus before the end of the spring semester. The Goal Teams will continue working on the plan in the fall.

Dr. Annunziata announced that the campus experienced a successful giving campaign with employees donating close to \$25,000.

Dr. Annunziata discussed the support of the Board of Trustees by participating in the Association of Community College Trustees (ACCT) Legislative Summit and the North Carolina Association of Community College Trustees (NCACCT) Law Seminar. She announced that Mrs. Amanda Shevette and Mr. Roger Jolly traveled to Washington DC for the ACCT Summit and Mrs. Amy Jenkins and Mr. Don Hofmann traveled to Raleigh for the NCACCT Law Seminar. The Board of Trustees discussed their experiences and their participation in the two events.

Mr. John Condrey reviewed the upcoming Board of Trustees' meetings.

Closed Session

Mr. James Hutchins made a motion to go into closed session under General Statute 143-318.11.6 of the North Carolina General Statutes to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Mr. Don Hofmann seconded the motion and the motion was unanimously approved.

Mr. Stephen Matheny and Mrs. DeeDee Barnard were asked to remain.

Mr. Dave Hunt made a motion to return to open session and Mrs. Jackie Godlock seconded the motion. The motion was unanimously approved.

Mr. Condrey announced that the closed session minutes from the February meeting were approved during today's closed session.

The meeting adjourned.



CHAIRMAN
MR. JOHN CONDREY



ACTING PARLIMENTARIAN/SECRETARY
MR. JAMES HUTCHINS



***Board of Trustees
Spring Conference
Foundation Performing Arts Center
April 12, 2022***

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| <i>Welcome & Lunch</i> | <i>11:30</i> |
| <i>Dr. Margaret Annunziata</i> | |
| <i>Pictures for Website</i> | |
| <i>Peer2Peer Mentors</i> | <i>12:00</i> |
| <i>Spindale Campus Tour & Project Updates</i> | <i>12:20</i> |
| <i>Dr. Margaret Annunziata</i> | |
| <i>Mr. Stephen Matheny</i> | |
| <i>Dr. Greg Thomas</i> | |

- Foundation Performing Arts Center
 - Roofing Update
 - Connector Road Location
- Agribusiness Center
 - Site for Arena
- Piney Ridge Road Entrance
 - Monuments
- Student Center
 - HVAC Update
- Tennis Courts
- Library
 - Renovation Update
- Machining & Welding
- Construction Trades
- Business Sciences
 - Programming
- Walter Dalton Engineering Technology & Workforce Development Center